

Job Assignments and Job Audits

The College shall have the right to make and change job assignments, to establish and modify job classifications, and to establish and amend work rules and workloads.

Job Audits

A job audit request may be submitted to Human Resources as a result of job restructuring due to a vacancy or based on significant market factors impacting College recruitment/retention initiatives. Requests for job audits must be submitted by a Vice President or higher level employee in order to be processed by Human Resources. Any change recommended as a result of job audit must be authorized by Human Resources.

The College may retain the services of an external consultant to conduct an overall review of position classifications, pay systems, and/or the internal job audit process.

Effective: 03/01/2021