

## *Classification Requests – Service Levels*

Additional information regarding the processes outlined below, including the most up to date templates, can be found on our [website](#).

Request Type	C&C Review Service Level*	Additional Information
<b>Recruitment</b>		<p>Service Levels may vary based on complexity of changes/updates to the Position Description</p> <p>Incomplete requests or requests submitted on the incorrect template <u>will be returned</u> and may result in significant delays to the Classification and Compensation review process. **</p>
<ul style="list-style-type: none"> <li>• <b>New position</b></li> <li>• <b>Backfill/Replacement</b></li> </ul>	16 business days	
<b>Temporary Appointment</b>		
<ul style="list-style-type: none"> <li>• <b>Emergency Hire</b></li> </ul>	10 business days	
<ul style="list-style-type: none"> <li>• <b>Retired Annuitant</b></li> </ul>	10 business days	
<ul style="list-style-type: none"> <li>• <b>Special Consultant</b></li> </ul>	10 business days	
<ul style="list-style-type: none"> <li>• <b>Casual Worker/Helper Aide</b></li> </ul>	10 business days	
<ul style="list-style-type: none"> <li>• <b>Independent Contractor Review</b></li> </ul>	10 business days	
<ul style="list-style-type: none"> <li>• <b>Interim MPP Appointment</b></li> </ul>	10 business days	
<b>Existing Employees (Filled positions)</b>		
<ul style="list-style-type: none"> <li>• <b>PD Update</b></li> </ul>	16 business days	
<ul style="list-style-type: none"> <li>• <b>Reassignment (Temp and Perm)</b></li> </ul>	10 business days	
<ul style="list-style-type: none"> <li>• <b>Classification Reviews</b></li> </ul>	30 business days	
<ul style="list-style-type: none"> <li>• <b>Working Title Review</b></li> </ul>	10 business days	

*\*Service Levels are standard goals for the C&C Department, timelines outlined in the Collective Bargaining Agreements supersede.*

*\*\*Templates and additional process information can be found on our [website](#).*