

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
Recruitment		<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"> • New position • Backfill/Replacement 	16 business days	
Temporary Appointment		
<ul style="list-style-type: none"> • Emergency Hire 	10 business days	
<ul style="list-style-type: none"> • Retired Annuitant 	10 business days	
<ul style="list-style-type: none"> • Special Consultant 	10 business days	
<ul style="list-style-type: none"> • Casual Worker/Helper Aide 	10 business days	
<ul style="list-style-type: none"> • Independent Contractor Review 	10 business days	
<ul style="list-style-type: none"> • Interim MPP Appointment 	10 business days	
Existing Employees (Filled positions)		
<ul style="list-style-type: none"> • PD Update 	16 business days	
<ul style="list-style-type: none"> • Reassignment (Temp and Perm) 	10 business days	
<ul style="list-style-type: none"> • Classification Reviews 	30 business days	
<ul style="list-style-type: none"> • Working Title Review 	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](#).*