

# **Directive on classification oversight**

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# Directive on Classification Oversight

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## 1. Effective date

- 1.1 This directive takes effect on April 1, 2020.
- 1.2 This directive replaces the following Treasury Board policy instrument:
  - *Directive on Classification Oversight* (July 1, 2015)

## 2. Authorities

- 2.1 This directive is issued pursuant to the same authorities indicated in section 2 of the *Policy on People Management*.

## 3. Objectives and expected results

- 3.1 The objectives of this directive are as follows:
  - 3.1.1 Contribute to prudent management of the wage bill for the core public administration through effective oversight of the Classification Program; and
  - 3.1.2 Provide assurance that classification relativity is maintained and that the integrity of the Classification Program is safeguarded.
- 3.2 The expected results of this directive are as follows:
  - 3.2.1 Organizations across the core public administration perform sound and effective classification oversight; and
  - 3.2.2 Classification decisions are made in accordance with relevant occupational group definitions and job evaluation standards.

## 4. Requirements

- 4.1 The head of human resources is responsible for the following:
  - 4.1.1 Ensuring that an organizational classification oversight function is developed, implemented and maintained;
  - 4.1.2 Identifying, assessing and prioritizing key organizational design and classification risks through oversight;

- 4.1.3 Informing the deputy head of potential risks and mitigation strategies in a timely fashion;
- 4.1.4 Providing the Office of the Chief Human Resources Officer with the following information when requested to do so:
  - 4.1.4.1 Classification monitoring reports authorized by the deputy head;
  - 4.1.4.2 Oversight information, such as departmental audit, performance evaluation and other similar reports related to the Classification Program; and
- 4.1.5 Developing and implementing corrective action plans that incorporate and respond to feedback and recommendations received from the Office of the Chief Human Resources Officer, organizational audits or performance evaluations.

## 5. Roles of other government organizations

- 5.1 Not applicable.

## 6. Application

- 6.1 This directive applies to the organizations listed in section 6 of the *Policy on People Management* and to positions in all occupational groups, including those in the Executive (EX) Group.
- 6.2 This directive does not apply to organizations whose deputy heads are solely responsible for monitoring and ensuring compliance within their organizations as listed in subsection 6.5 of the *Policy on People Management*.

## 7. References

- 7.1 Legislation
  - *Financial Administration Act*
- 7.2 Related policy instruments
  - *Policy on the Management of Executives*
  - *Directive on Executive (EX) Group Organization and Classification*
  - *Directive on Classification*
  - *Directive on Classification Grievances*
  - *Job Evaluation Standards*
  - *Occupational Group and Subgroup Definitions*

### 7.3 Other

- *Organization and Classification Learning Curriculum*

## 8. Enquiries

- 8.1 For interpretation of any aspect of this directive, contact Treasury Board of Canada Secretariat Public Enquiries.

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