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Directive on Classification Oversight

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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