**Human Resources – Total Compensation**

**Procedure: Organizational Charts**

*Note: This procedure applies to all positions.*

In recent months, Total Compensation has received incomplete or confusing organizational charts. It is important to have a good organizational chart for several reasons:

1) To better understand how the position fits in the unit.
2) To see the other positions directly above and below the position being reviewed.
3) To see the other similar positions in the unit.
4) To understand the new organizational structure being proposed.
5) Should there be a grievance or an arbitration hearing, this document will be submitted as evidence in the package. It is essential that this document be clear and easily understood, by everyone.

Details to note on the organizational chart:

<table>
<thead>
<tr>
<th>For NEW Position(s)</th>
<th>Position(s) REMATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title: Existing and proposed</td>
</tr>
<tr>
<td>Position number: TBD</td>
<td>Position number</td>
</tr>
<tr>
<td>Match Requested: Indicate the Role Profile/Grade OR PED/Level</td>
<td>Existing match and proposed match</td>
</tr>
<tr>
<td>Name of incumbent OR TBA</td>
<td>Name of incumbent OR TBA</td>
</tr>
</tbody>
</table>

This being said, organizational charts must be submitted to Total Compensation at totalcomp.hr@mcgill.ca for requests to existing or new positions. Please reference the document number in the subject line. Requests that are submitted without an accompanying organizational chart will be put on hold until the organizational chart is received.

An example of an acceptable organizational chart is attached.

*Note: If you have any questions regarding the preparation of an organizational chart you may contact the Administrative Coordinator at #2294.*

HR Total Compensation Team

*Updated October 2015*
Department of XXXX

NOTE: THE INFORMATION CONTAINED IN THIS ORGANIZATIONAL CHART IS FICTIONAL. FOR ILLUSTRATIVE PURPOSES ONLY.
EXAMPLE:
NEW POSITION: MANAGEMENT

Department of XXXX

Director
MR1234
ADM4A, Grade 10
Jane Doe

Administrative Officer
MR9999
ADM2A, Grade 04
Sandra Jones

NEW POSITION:
MRXXXX
Administrator
ADM1A, Grade 03
INCUMBENT: TBA

Administrative Coordinator
CR8888
PED 34, Level 09
Mary Smith

Research Technician
TR7777
PED 153, Level 12
Jean Tremblay

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Department of XXXX

Director
MR1234
ADM4A, Grade 10
Jane Doe

MR9999
Administrative Assistant
ADM1A, Grade 03
PROPOSED
Administrative Officer
ADM2A, Grade 04
Sandra Jones

Administrative Coordinator
CR8888
PED 34, Level 09
Mary Smith

Office Clerk
CR7777
PED 43, Level 01
Emily Clark

Research Technician
TR7777
PED 153, Level 12
Jean Tremblay

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