

Job Evaluation

Original Implementation Date	April 2012	Approved by	CAO & Senior Management Team
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

1 - Business Practice Name

Job Evaluation

2 - Purpose

The purpose of the job evaluation process is to review and classify all non-union positions.

3 - Scope

This applies to all non-union HRM employees.

4 - Procedures

Human Resources Services is responsible for coordinating a job evaluation committee for this purpose. For all new positions, the Job Evaluation Committee will review position documentation, the job description, organizational relationships and any other pertinent information and will determine an appropriate level. Requests for evaluation of new positions are forwarded to Human Resources for submission to the Job Evaluation Committee.

Where there is significant change in job responsibilities, an employee, with supervisor approval, or the employer, may submit a review of the position level to the Job Evaluation Committee. A reclassification is a result of a re-evaluation of the skill, effort, responsibility and working conditions required of a position. New or significant information not previously considered will be required by the Job Evaluation Committee.

Where the decision of the Job Evaluation Committee has been made with incomplete information, the committee may review its decision upon request and presentation of the additional information.

Once evaluated and classified, non-union positions are included in the position ladder chart which sets out the salary range associated with each classification level.

It is the responsibility of the business unit to determine the effective date of any reclassifications of non-union positions resulting from job evaluation.

It is important to note that the costs associated with salary changes resulting from job evaluation must be funded out of the applicable business unit's existing annual budget.

5 - Contact

Manager of Talent & Total Rewards, Human Resources

6 - Related Policies and Practices

Non-Union Compensation Toolkit