



CHARLOTTETOWN

JOB EVALUATION POLICY

Policy Number: A-HR-5

Originating Department: Human Resources

*Approved By: CAO/ Directors
CAO/ Directors
Council*

*Date of Approval: December 05, 2006
Amended: November 26, 2010
Amended: December 14, 2015
Amended: May 14, 2018*

1.0 Policy Statement:

1.1 Job evaluation is the process of ordering City positions with set criteria and weighing the relative value of these positions in a uniform and consistent manner. It provides a mechanism to ensure internal equity and a rank ordering of jobs. Job evaluation refers to evaluating positions, not individuals; their performance, skills, education, service, or anything else that is incumbent specific. This process is not influenced by the market value of a position.

2.0 Scope:

2.1 This policy applies to all UPSE and Management/ Non-Union positions within the City Corporation using a point factor, gender neutral classification system.

3.0 Guiding Principles:

- Equal pay for work of equal value
- Evaluate the job not the person
- Evaluate the job as it is now
- Evaluate all required components of a job
- Assume “fully acceptable” performance
- Accurate and complete job data is essential
- Evaluate the core characteristics of the job, not occasional or incidental duties

4.0 Responsibility:

4.1 The Job Evaluation process can be requested by:

- The incumbent in the position provided they are a permanent employee;
- The related Department Head; or
- The Human Resources Department.

4.2 Once the evaluation process is complete, the Chair of the Job Evaluation Committee will forward the final decision to the incumbent and to the Department Head.

- 4.3 The Chair of the Job Evaluation Committee will forward the decision to the CAO for review and approval if there is no reconsideration request. Once approved by the CAO, the decision made by the Job Evaluation Committee is final and binding for at least two years from the decision date.
- 4.4 A complete job evaluation process for all management and non-union and UPSE positions will be conducted with the assistance of an external consultant, to ensure that internal and external equity are achieved, at least every ten (10) years.

As the previous job evaluation report was completed in **2016**, the next evaluation is to be completed in **2026**.

5.0 Policy:

- 5.1 To initiate the Job Evaluation process, the incumbent must complete a *Job Evaluation Questionnaire* (attached).
- 5.2 The completed *Job Evaluation Questionnaire* is reviewed with the employee and signed by the following persons, concurring that the information is accurate and complete:
- The employee;
 - The immediate supervisor; and
 - The Department Head.
- 5.3 The *Job Evaluation Questionnaire* is then forwarded to the Human Resources Department who will date stamp the application, attach the position's current job description and arrange for a meeting of the City's Job Evaluation Committee.
- 5.4 The Job Evaluation Committee will be composed of **3 Managers and at least 1 member of the HR Department who have had training in the Hay Group Job Evaluation Method**. Refresher training for Committee members should take place every two (2) years. The Manager of Human Resources will act as Committee Chair.
- 5.5 **The Committee** is responsible for conducting a thorough and objective position analysis using the *Job Evaluation Questionnaire*, current job description, recent job postings, organizational charts and other relevant job documentation including comparable positions. The Committee may request interviews with the incumbent, supervisor and/or Department Head. The *Hay Group Job Evaluation Method* will be followed as well as the following guidelines:
- Discussions about jobs are confidential;
 - All evaluations are team decisions;
 - Decisions reached by consensus are preferred;
 - The results and the logic behind an evaluation will be recorded and maintained by the Human Resources Department

5.6 Once the job evaluation is completed, the Human Resources Department will advise the employee and the related Department Head of the recommendation. When necessary, the decision will include:

- The band and step;
- The salary range; and
- The effective date.

5.7 **Effective Dates:**

- An employee whose position is reclassified to a band with a lower maximum rate of pay than the employee's current rate of pay will retain the current rate of pay until such time as the rate for the new classification matches the current rate – (Red Circled).
- If the position is reclassified to a higher band and the employee in the position is qualified, the salary change will be effective the date the decision **was approved by the CAO.**
- If the Department Head feels that the employee has been performing the duties prior to the effective date, he/she may request an earlier effective date. The effective date will not be retroactive more than 60 working days prior to the date the request was submitted to the Human Resources department.

6.0 Reconsideration Process:

6.1 Upon receipt of the Committee's decision, the incumbent and/or the Department Manager will have 14 calendar days to apply for reconsideration of the decision.

6.2 Reconsideration requests must include new or additional information that was not included in the original submission, or reveal a factual error in the original data presented.

6.3 The Committee will review the new/additional or corrected data in the same manner as the original review.

6.4 The decision will be forwarded to the CAO for review and approval prior to final notification to the incumbent and Department Head. Final decision will be communicated to the incumbent and Department Head within 45 days of receipt of the request.

This document is designed to capture the information necessary to make a fair and accurate evaluation of all jobs. Describe the job in a manner so that the reader understands the impact and complexities of the job. The purpose of this document is to define the job and not the qualifications of the incumbent(s). Describe the job content as if you were describing the position to a new employee in this position or role.

Position Title:	Department:
Incumbent Signature:	Date Submitted:

Focus: Briefly summarize in one or two sentences the primary purpose of this position. What is this job expected to accomplish?

Supervisor Comments:

Agree
 Disagree

Supervisor's Signature

Key Responsibilities: List 5- 8 responsibilities and assign percentages of time spent on each.

Supervisor Comments:

Agree
 Disagree

Supervisor's Signature

Required Knowledge/Skills/Work Experience:

What kind of specific knowledge/ skill/ work experience is required to perform the responsibilities of this job?

Knowledge:

Skills:

Work Experience/ Education:

Supervisor Comments:

- Agree**
- Disagree**

Supervisor's Signature

Relevant financial (\$) data that this job impacts:

Indicate the current annual figures on which this position may have an impact.

1. Annual department salary budget \$ _____
2. Total department budget \$ _____
3. Total sales \$ _____
4. Gross investment income \$ _____
5. Reserves \$ _____
6. Revenue \$ _____
7. Other \$ _____ or # _____'s

Supervisor Comments:

- Agree
- Disagree

Supervisor's Signature

Organization:

Position this job reports to
Please attach current organizational chart

Describe the decision making in this position (to what degree does the position have to make decisions and solve problems?). Consider types of decisions and explain challenging situations that may arise. Include discussion on assistance from others, reference to policy and judgment required in situations.

Supervisor Comments:

- Agree
- Disagree

Supervisor's Signature

**What kind of supervision does an incumbent in this position receive?
Describe how the work is issued and what instructions are given.**

Supervisor Comments:

- Agree
- Disagree

Supervisor's Signature

**Describe what would happen if errors were made in this job. Who and what would be affected? Would the work of others be affected within the department or organization?
Describe one or two potential scenarios.**

Supervisor Comments:

- Agree
- Disagree

Supervisor's Signature

Describe the effects of the following working conditions on the position. Include information regarding the intensity, duration and frequency:

1. Physical effort required

2. Discomfort due to physical environment

3. Degree of sensory attention required

4. Degree of mental stress present

Supervisor Comments:

- Agree
- Disagree

Supervisor's Signature

Describe any other information pertinent to the understanding of this position.

Supervisor Comments:

- Agree**
- Disagree**

Supervisor's Signature