

Fleming College Non-Bargaining Unit Job Evaluation

Terms of Reference

Introduction

Job Evaluation is a systematic process of evaluating job responsibilities and categorizing jobs for monetary and pay equity purposes according to their relative importance in the organization. Fleming College employs the Colleges of Applied Arts and Technology Job Evaluation System for Non-Bargaining Unit Positions to evaluate all full and part-time Administrative positions. It is also used to assess part-time and sessional Academic Staff positions and part-time Support Staff positions for pay equity purposes.

Committee Responsibilities

The Job Evaluation Committee is responsible for determining the CAAT points and pay bands for all full-time and part-time administrative positions at the College, with the exception of the position of President.

Membership

The Job Evaluation Committee is comprised of five administrative employees of the college, including the Vice-President of Human Resources and Strategic Development and at least one other member of the Human Resources Department who acts as chair of the committee and is responsible for administrating the process and training new members. Other members are drawn from the college's major administrative or service departments. Every three years there will be a rotation of membership of at least two members, to bring fresh perspectives forward and to extend the opportunity to learn and develop to leaders.

Role of the Committee

1. Members will independently review new or revised job fact sheets in preparation for the evaluation process and, using the CAAT Job Evaluation Manual and Reference Jobs, apply interim factor ratings and points.
2. The committee, as a whole, will meet to review the job fact sheet and collective factor ratings and points to work towards consensus on each factor rating.

3. If consensus cannot be reached, the decision will be made by the Vice-President, Human Resources and Strategic Development.

Committee Guidelines

1. All committee members will be provided with training so that they have comprehensive knowledge of the job evaluation process.
2. Monthly meetings will be scheduled between September and June and ad hoc meetings may be called by the chair if required.
3. Committee deliberations and notes are confidential, but job factors and points are shared with the supervisor and, if requested, the incumbent of the position.
4. If a member of the committee is the immediate supervisor of the position being evaluated, the supervisor may take part in the discussion only.
5. If a member of the committee is a direct report of the position being evaluated, they will be excluded from both the discussion and evaluation.
6. If a member of the committee is the incumbent, they will be excluded from both the discussion and evaluation.

Procedures

1. For new positions, the Job Fact Sheets are completed by the supervisor in collaboration with their Human Resources Consultant.
2. Supervisors will work with their Human Resources Consultant to revise existing Job Fact Sheets and complete a Request for Review of Administrative Staff Job Classification. Revisions to existing Job Fact Sheets can include input from the employee, but are completed by the supervisor. The Human Resources Consultant will determine if the changes are substantial enough to warrant review by the committee.
3. The Human Resources Consultant will submit the revised Job Fact Sheet and Request for Review of Administrative Staff Job Classification (if required) to the job evaluation committee chair.
4. After the committee has made its decision, the Chair will advise the Supervisor in writing of the results (c.c. HR Consultant), including a copy of the final Job Fact Sheet Supplement that documents the Factor Ratings and points. The supervisor will also be sent a copy of the finalized Job Fact Sheet which is to be signed by both the Supervisor and Incumbent and returned to Human Resources for filing.

5. The Human Resources Compensation Specialist will advise the incumbent in writing of any changes to their rating and compensation.

Appeals Process

1. Within 20 working days of notification of the results of an evaluation, the incumbent may file a written appeal to the Chair of the Job Evaluation Committee indicating dissatisfaction with the total point value assigned to the position. For an unfilled position the supervisor would follow this same step.
2. The incumbent and/or supervisor will be invited to meet with the Chair to review the evaluation and discuss the points of concern. The Human Resources Consultant will be informed of the appeal and invited to attend the meeting.
3. If the incumbent/supervisor is still not satisfied, they will work together with their Human Resources consultant to document the issues and submit them in writing to the Chair. The committee will reconvene to review any new information and its determination of points.
4. The results of the committee's review will be communicated in writing to the Supervisor and Incumbent.