

Job Evaluation: Non-Union Positions

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Introduction

The Simcoe Muskoka District Health Unit recognizes the importance of job evaluation in the process of providing fair compensation to employees of the health unit. It also acknowledges the process of job evaluation as it relates to the approved pay equity plan for non-union employees. As an approved non-union Pay Equity plan is in place, the Job Evaluation Committee, chaired by the Manager of Human Resources (HR), can best assess the values of any required update of positions or newly created positions within the agency. Executive Committee play a vital role in the process by approval of the education and experience requirements of each position.

Purpose

Legislative Authority

Pay Equity Act

Policy Definitions and Interpretation

Non-Union: all paid positions that are not unionized.

Policy

As Pay Equity was achieved in 2006 with the resultant compensation adjustments for non-union positions implemented, SMDHU's role is now one of maintaining Pay Equity.

Accordingly, newly created positions and existing positions that are deemed by HR in consultation with the Vice President (VP) to have undergone major, significant and substantial material changes in the essential duties of the position since their initial evaluation in 2006, may be evaluated to determine their appropriate level of compensation. The evaluation of such position will be through the Executive appointed Non-union Job Evaluation Committee consisting of 5 members using DMJ Consulting's SMDHU Job Evaluation System.

Procedures

A. Job Evaluation Process

Job Evaluation Submissions

Preamble

Historically positions do not materially change from their original evaluations as the essence of the job still remains the same. Re-evaluation only occurs when it is agreed by both HR and the applicable VP there are major, significant and substantial material changes that have taken place in the essential duties of the position since it was last evaluated.

Accordingly, jobs submitted for review must first be supported by both the Direct Supervisor and VP with written rationale indicating what the major, significant and substantial material changes are that have materially changed the essential duties of the job since it was last evaluated.

This is to safeguard numerous requests for re-evaluation regarding minor changes where the essence of the job has not materially changed.

1. New Positions

- a) The VP will submit a proposed Position Description (PD) to the Manager of HR, prior to the position being advertised or posted.
- b) The Manager of HR in consultation with the VP will attempt to obtain agreement on the new PD submitted and title. If required, the VP HRI may be called upon to assist and failing that the Medical Officer of Health.
- c) The Manager of HR in consultation with the VP will finalize initial draft of the PD.
- d) Once agreement is reached with HR on the proposed PD the VP will then obtain Executive Committee approval for the required formal education and experience required for the new position. Once approval is obtained the VP will advise the Manager of HR who will then arrange for finalization of the new PD so the new job may be reviewed by the Job Evaluation Committee.
- e) In extenuation circumstances where time is of the essence to fill a position and the PD has been finalized, the Manager of HR may evaluate the new position to determine an interim rate of pay. The job posting will indicate the position's rate of pay is under review and will be revised accordingly. The Manager of HR will convene the Job Evaluation Committee to evaluate the position as soon as practicably possible and if applicable arrange for any retroactive pay.

2. Changed Positions

- a) Any employee who believes their job (or in the case of the VP/MOH: a job in their department) should be re-evaluated as it has undergone major, significant and substantial material changes in the essential duties of the job from when it was initially evaluated and such changes have been in place for a period of at least 12 months, should discuss and submit supporting documentation of these changes with their Direct Supervisor who will in turn discuss the request with their VP. The 12 months takes into consideration temporary additional duties usually associated with other employees off on leaves of absence etc.
- b) The VP and Direct Supervisor will review the request and determine if there indeed has been major, significant and substantial material changes that have taken place in the essential duties of the position. The Direct Supervisor may seek any required clarifications with the staff member. Only major, significant, and substantial material changes are to be noted as it is recognized employee job

descriptions are a general overview of a position and therefore do not include every single duty or aspect required in a job. The VP will then have a preliminary discussion on the re-evaluation request with the Manager of HR for next steps.

- c) The Manager of HR will seek clarifications as required before the job is submitted to the Job Evaluation Committee which may include a review of any submitted supporting documentation, the existing PD and the job evaluation factors to try and narrow down on what factors and exactly how the job has materially changed since the last evaluation.
- d) Should the Manager of HR determine there have not been major, significant and substantial material changes to the essential duties of the position since the job was last evaluated, they shall refer the matter to the VP of HRI for discussion with the applicable VP and the Manager of HR for a final resolution. If necessary, the Medical Officer of Health may be called upon to assist.
- e) If the decision is that there has not been major, significant and substantial material changes to the essential duties of the position since the job was last evaluated this will be communicated to the Direct Supervisor who will advise the employee. There is no appeal of this decision.
- f) When agreement is reached on the need to re-evaluate the position, the VP will submit to the Manager of HR a revised PD along with written documentation articulating the major, significant and substantial material changes to the essential duties of the position that have taken place since the job was last evaluated.
- g) The Manager of HR will review all material submitted to support the requested change and if necessary, seek clarification from either the employee, Direct Supervisor or VP.
- h) Once the materials have been agreed upon, they will be forwarded by the Manager of HR to the Job Evaluation Committee for review.

3. Processing of Job Evaluation Documentation and PD's

- a) The submitted documentation by the VP supporting the re-evaluation and the current and proposed new PD will be used by the Job Evaluation Committee to rate the job using DMJ Consulting's SMDHU's Job Evaluation Guide. Ratings are recorded, along with the accompanying rationale, using the Job Evaluation Worksheet.
- b) The committee will review each factor in the Job Evaluation plan and reach a consensus on the value of each factor in order to achieve an overall rating.
- c) If the Job Evaluation Committee identifies gaps in information or raises questions regarding the information submitted, the Manager of HR may need to contact the appropriate VP noting the questions and, may request the VP and/or if deemed necessary or appropriate the incumbent(s) meet with either the Manager of HR or the entire Job Evaluation Committee. Any forthcoming verbal or written responses will be provided to the Job Evaluation Committee through the Manager of HR. Any clarifications made with the VP, Direct Supervisor or staff during the evaluation process will be noted on the Job Evaluation worksheet.
- d) When a job evaluation is completed the Manager of HR as the Job Evaluation Committee Chair collects all copies of the supporting documentation, PD's Job Evaluation Worksheet and Job Evaluation Clarification Forms and retains them in the Job Evaluation file in HR.

4. *Communication of the Evaluation*

When a job evaluation is finalized, the Manager of HR will advise the VP on behalf of the Job Evaluation Committee who in turn will advise the Direct Supervisor who will advise the employee the results of the evaluation. The definition of “the results of the evaluation” means only communication on the salary band of the position and the individual levels assigned by the committee on each factor assessed in the job evaluation. It does not include anything else, or points allocated.

There are no appeals from the results of the Job Evaluation as the Job Evaluation Committee’s decision and role is to bring finality to the matter.

Retroactivity pay adjustments to reevaluated positions is limited to 24 calendar months.

B. Job Evaluation Committee

Committee Membership

Executive Committee appoints the HR Manager as Chairperson, an HR Generalist and an additional three members from Management based on the following criteria:

- Unique departmental perspective and understanding of the agency as a whole
- Experience on the ONA Job Evaluation Committee is preferred and an asset
- Reasonable expectation that a full three-year term will be served
- Availability to attend full day meetings and orientation sessions as required.

Orientation of New Members

The HR Manager as the Chair is responsible for arranging for the orientation of committee members. Orientation will consist of:

- a review of the history of pay equity and the evolution of the job evaluation committee
- interpretation of the Job Evaluation Tool and the notes to raters
- outline of the job evaluation process
- review of the job evaluation committee terms of reference and policies and procedures.

Confidentiality

While the policy and procedures of the job evaluation are not confidential, the discussions, the opinions of the committee members, the input received from the managers etc., during the closed-door evaluation sessions(s) are confidential

Committee members will not be privy to the outcome of the position banding process. This information is held in confidence by the HR Manager and is not determined until after the job evaluation results have been finalized.

Related Policies

Related Forms

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number B3.035

August 17, 2022: Revised re updated protocol