



PROCEDURE

HR117

Re-evaluating Existing Non-Union Positions

Board Received: October 28, 2019 Review Date: November 2023

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – System supports efficient and effective operations.
– Board ensures fair and equitable treatment.

Procedures

This procedure pertains to the re-evaluation of existing positions in the Grand Erie Management Support Team.

Job re-evaluation occurs following the completion of a revised Job Fact Sheet, which is the standard and accepted means of outlining the tasks and responsibilities of a job. Human Resources Services can assist the parties with the completion of the document. A Job Fact Sheet form can be obtained from Human Resources Services.

1. Job Evaluation Cycle

- 1.1 All non-union positions will be re-evaluated on a rotating five-year cycle.
- 1.2 The Manager of Human Resources will notify employees in positions to be evaluated (and their supervisors) that their job will be subject to a re-evaluation and provide the employees with a blank Job Fact Sheet to complete and return.
- 1.3 The updated Job Fact Sheets will be provided to the Job Evaluation Committee, comprised of representatives of non-union employees and/or a consultant with expertise in job evaluation.
- 1.4 The employee(s) and their supervisor(s) will be notified within three weeks of the completion of the evaluation if 1) the re-evaluation did not result in any change to the band for their position, and therefore no change in salary, or 2) if there was a change in the band to which the position is assigned, which could potentially result in a salary change.
- 1.5 If the re-evaluation results in a salary adjustment for the position, the evaluation will be submitted to Executive Council for review. The results will be recommended to the Board.
- 1.6 The employee shall be notified, in writing, of the Board's decision, within two weeks of the Board Meeting. Salary adjustments, if required, shall be retroactive to the date the Job Fact Sheet was signed by both the employee and the supervisor.

2. Job Evaluation Out of Cycle

- 2.1 An employee and their supervisor may initiate a review of the employee's Job Fact Sheet at any time if the employee and supervisor agree that a significant change in key activities has occurred.
- 2.2 The revised Job Fact Sheet must be signed by both the employee and the supervisor and then submitted to the Superintendent of Education (Human Resources), or designate, along with a summary of the significant change(s) in key activities that have occurred. The Superintendent of Education (Human Resources), or designate, will review the documentation submitted for accuracy and completion.
- 2.3 Any re-evaluation that is to occur must be completed within three months of Human Resource Services receiving the request. The Job Fact Sheet will be provided to the Job Evaluation Committee, comprised of representatives of non-union employees and/or a consultant with expertise in job evaluation to determine if significant changes have occurred thereby necessitating a re-evaluation. In the event the committee determines a re-evaluation is required, the committee will undertake to complete the re-evaluation.
- 2.4 The employee(s) and their supervisor(s) will be notified within three weeks of the Committee completing its work if 1) there were not significant changes to the job to warrant a re-evaluation, 2) the re-evaluation did not result in any change to the band for their position, and therefore no change in salary, or 3) there was a change in the band to which the position is assigned, which could potentially result in a salary change.
- 2.5 If the re-evaluation results in a salary adjustment for the position, the evaluation will be submitted to Executive Council for review. The results will be recommended to the Board.
- 2.6 The employee shall be notified, in writing, of the Board's decision, within two weeks of the Board Meeting. Salary adjustments, if required, shall be retroactive to the date the Job Fact Sheet was signed by both the employee and the supervisor.