



# Corporate Policy Manual

Sub Topic:	Job Evaluation	Policy No.	9-08
Topic:	Compensation	Employees Covered:	All Regular Full-Time & Regular Part-Time Positions (excludes Fire & Library)
Section:	Human Resources	Council Adoption Date:	
Effective Date:	September 15, 2003	Revision No:	Date:

## Policy Statement & Strategic Plan Linkages

The Town of Newmarket supports the establishment and ongoing maintenance of a formal Job Evaluation System as a means for determining the internal relative value of positions within the Town and to support the Town's salary structure development and implementation.

## Purpose

The Town of Newmarket will establish and maintain a formal Job Evaluation System to:

- Assess new positions and revised positions using a job evaluation process that supports consistent application and internal equity
- Implement and maintain a Job Evaluation System to support the development of salary structures (wages) and for determining the placement of approved new or revised positions at the appropriate salary grade.

## Definitions

### Position Description

The position description is a document that outlines the duties and responsibilities of the position and includes details of qualifications, reporting relationships and contacts within the Town.

### Revised Position

A revised position is defined as a position that has undergone changes in job duties, (broadening or narrowing of responsibilities) and/or changes in duties and responsibilities as a result of organizational change such as reporting relationships, etc. A revised position may result in reclassification of the position.

### Reclassified Position

A reclassified position is defined as movement of a position to a new pay grade as a result of indicators and/or changes such as:

- Revisions to salary schedules, i.e. salary compression
- Revised qualifications, responsibilities and duties of the job
- External market factors
- Internal equity factors

Reclassification may result in the application of a new anniversary date.

## **Procedures**

### Position Descriptions

1. Draft position descriptions are prepared/amended by the Director/Manager in consultation with the incumbent (where applicable) in response to department re-organization, Council approved new positions, or changes to the required qualifications, duties and responsibilities of the existing position.
2. The draft position description will be submitted to Human Resources for review and comment.
3. Once finalized the Director, Manager, Supervisor, incumbent (as applicable) and Human Resources will sign the position description.
4. All positions that are to be evaluated through the job evaluation process must have a "Job Content Questionnaire" completed and signed by the incumbent (if applicable), and Manager/Director.
5. A copy of the Department Organization Chart should accompany the documentation forwarded to Human Resources for job evaluation.

### Job Evaluation

1. Human Resources will evaluate the position in consultation with the hiring department using the position description and "Job Content Questionnaire", applying the established Job Evaluation System.
2. The Manager of Human Resources may recommend referral of a position/positions to a consultant to ensure continuing equity and neutrality of the Job Evaluation System.
3. At the request of the Director, a new position may be re-evaluated 1 year after the initial hire to the position.
4. "Red Circle" salary protection rate, as applicable will be considered in accordance with, Red Circle Rates Policy No. 9-05.

### Request for Job Evaluation Review

1. As a review of each position description is undertaken between the incumbent and the Supervisor/Manager during annual performance reviews, a request for re-evaluation may be placed on the Comments Section of the completed annual performance appraisal and the completed performance appraisal should be forwarded to the attention of the Manager of Human Resources.
2. Additional supporting documentation should identify the nature of changes and responsibilities, reporting changes and other relevant information such as organization chart and a revised position description.

3. Through the process of a job evaluation review or appeal it is understood that the outcome may result in a grade adjustment, either upwards, downwards or remain unchanged.

#### Results/Effective Date

1. The Manager of Human Resources shall communicate the results of job evaluation, in writing, to the Director/Manager following consultation with all parties, or as appropriate to the situation.
2. The effective date of reclassification shall be the first day of the pay period following the date the Request for Evaluation/Re-evaluation was received by the Human Resources Department or such date as determined where there is documentation to support the duties have been performed prior to submission for job re-evaluation.
3. A salary adjustment as a result of job re-evaluation is retroactive to the effective date as determined in "2" above, except in cases of red circling. For additional information refer to, Red Circle Rates Policy No. 9-05.

#### Appeals

1. No later than 30 days following the date of written notification of the results of job evaluation, an incumbent who feels that a position has been inappropriately classified on a Salary Schedule may pursue the following Appeals Procedure:
  - Incumbents shall complete a copy of the Job Evaluation Appeal Form (Appendix 1) to this policy and submit it to the Manager of Human Resources.
  - An external consultant who is familiar with the Town's Job Evaluation System will adjudicate appeals as soon as is practicable.
  - The consultant shall meet with the appellant, their immediate Supervisor/Manager/Director and obtain relevant data from Human Resources as necessary.
  - The consultant will provide a formal written response of the appeal outcome.
2. The Manager of Human Resources shall advise the Incumbent and Director of the appeal outcome, in writing.
3. In the event of a change, the results are forwarded to Payroll for processing.

#### Job Evaluation Maintenance

1. It is the intent of this policy that position descriptions are to be reviewed in conjunction with the annual performance review process and revised as appropriate.
2. A revised position description submitted to Human Resources as part of the performance management process may trigger re-evaluation of the position through the Job Evaluation System or may simply trigger an update.

#### Market Demand Adjustment

1. Where the Manager of Human Resources and Director of the department concerned recommend that for demonstrated external job market reasons, it is necessary to pay more than the wage rate for a specific position, the Chief Administrative Officer may so authorize subject to Council approval.

2. Employees assigned to the specific position will be paid in the adjusted pay grade.
3. The circumstances of each market-adjusted position shall be reviewed by Human Resources every 12 months and, when no longer justified, shall be adjusted accordingly.
4. The decision to move a position off scale for pay purposes must have supporting data to ensure the adjusted salary meets pay equity requirements.

Responsibilities:

Employees are responsible to:

- Submit an appeal within thirty (30) days, in writing, using the Job Evaluation Appeal Form.
- Provide input to the position description, as part of the annual performance review process or as otherwise required.

Directors/managers/supervisors are responsible to:

- Develop new position descriptions and complete revised position descriptions for submission to human resources in conjunction with the annual performance appraisal process or as otherwise determined.
- Complete the “job content questionnaire”, and submit a signed off position description along with the department organization chart, for all new council approved positions/revised positions and forward supporting documentation to human resources. Include the incumbent in the process as applicable.
- Consult with the manager of human resources in situations where it is anticipated that positions are changing such that re-evaluation will be required.
- Inform incumbents of job evaluation results in consultation with human resources.
- Work with human resources and the external consultant, as appropriate to resolve appeals.
- Maintain records and forward information as required to human resources.

Human Resources is responsible to:

- Provide support and assistance with respect to writing/developing and/or revising position descriptions.
- Produce the final copy of new and revised position descriptions and forward to the Director/Manager/Supervisor and incumbent, (as applicable), for signature.
- Maintain the Job Evaluation System tools.
- Manage the job evaluation process, inform the Director/Manager of job evaluation results and advise the incumbent in consultation with the Director/Manager.
- Monitor appeals and refer appeals to an external consultant as appropriate.
- Maintain job evaluation records.
- Notify Payroll of a salary change and effective date as a result of job evaluation/re-evaluation.
- Maintain and revise Position Grade Lists.