

## **EXEMPT JOB EVALUATION**

### **Date of Incorporation**

On July 1, 1997 the University and the Exempt Employees Group incorporated a job evaluation system and the Exempt Employees Group agrees:

- 1) No exempt employee shall suffer a loss in salary as a result of the re-evaluation process.
- 2) The Exempt Employees Group shall be entitled to appoint one (1) member to the Job Evaluation Committee.
- 3) A representative for the Exempt Employees Group will be consulted with and will have input to any changes to the Job Evaluation system in effect as of July 1, 1997.

[http://www.unbc.ca/assets/hr/employment/exempt\\_group\\_letter\\_of\\_understanding\\_october\\_30.pdf](http://www.unbc.ca/assets/hr/employment/exempt_group_letter_of_understanding_october_30.pdf)

The above link references the letter of understanding to recognize instances where the Exempt Group Handbook does not include specific language, the CUPE Collective Agreement will be referenced as a baseline for discussion around the issue until such a time that the issue is resolved or the Exempt Group and/or the University have determined the need for addition of language to the Handbook and have mutually agreed to same.

### **Coordinating Committee:**

The Coordinating Committee will meet once per year to review the Job Evaluation (JE) process. In addition, the Coordinating Committee may discuss common issues. The Committee will consist of representatives from Exempt, CUPE and Directors to provide a forum for institutional input. The Committee may meet on a “as needs” basis.

A representative for the Exempt Employees Group will be consulted with and will have input to any changes to the job evaluation system in effect as of July 1, 1997.

### **Ratings Committee:**

The Exempt Employees Group shall be entitled to appoint one (1) member to the Job Evaluation Committee. The HR Representative will chair the committee.

### **Frequency of Evaluation Sessions:**

The ratings committee will make every attempt to meet on a weekly basis when PDQ's have been approved and are awaiting evaluation.

### **Conflict of Interest:**

It is the responsibility of the participants of the job evaluation committee to ensure that evaluations are conducted honestly, objectively and without bias.

A committee member will be declared in a conflict of interest for evaluating PDQ's as follows:

1. The committee member owns the PDQ.
2. The committee member is in a supervisory or subordinate capacity to the position.
3. The committee member is related to the incumbent occupying the position.
4. The committee member must declare a conflict of interest due to personal, business or other relationships that might be reasonably construed as giving rise to concerns about conflict and bias.

### **Priority:**

The PDQ's shall be rated in the following priority order:

1. New PDQ's pending a posting.
2. Re-evaluations in the order received in Human Resources Department
3. Appeals

### **Eligible PDQ Authors**

The University  
Permanent Incumbents

### **New PDQ's:**

The University has the right to create and fill new job classifications within the Exempt Group according to the emerging and changing needs of the operations.

A new PDQ is defined as a position with duties and responsibilities that differ from an existing PDQ and possesses a new job title.

Every effort will be made to evaluate new PDQ's prior to posting. However, recognizing that this may not always be possible, the University retains the right to assign an interim classification salary grade for newly created positions.

When a new PDQ receives an interim rating, the PDQ may be evaluated after the incumbent has occupied the position for six months. The incumbent and supervisor will be provided an opportunity to submit revisions to the original PDQ prior to the rating. Should the incumbent or supervisor not submit changes, the PDQ will go forth as originally submitted. New positions that are posted on a term basis are not eligible for evaluation, until such time they are posted permanently.

### **Re-evaluations**

PDQ's may be submitted for re-evaluation 12 months from the last evaluation. The PDQ must be accompanied by a Request for Change of Evaluation Form that highlights changes to the sub-factors. The incumbent or directors are eligible to submit a PDQ for re-evaluation. New incumbents may also submit for re-evaluation after six months. Employees shall have directors acknowledge date of receipt of submission of PDQ for re-evaluation. In the event that the PDQ is not handled by the director in a timely manner, the employee should contact the director. If a delay continues, the employee should contact the Director of Human Resources for resolution.

### **Appeals:**

An incumbent, Dean or Director, or Director of Human Resources who disagrees with the ratings outcome of a PDQ has the opportunity to submit an appeal. The information contained in the appeal must be clarification of existing information submitted on the original PDQ. The introduction of new information or changes to original information will not qualify for an appeal.

Appeals shall be submitted to the Human Resources Department within 30 days of the date the incumbent signed for and obtained the results of their evaluation. Failure to meet the deadline will result in disqualification for an appeal request.

The appeal committee shall consist of one Exempt representative and two HR representatives.

The Appeals committee maintains the right to determine eligibility of the submitted appeal in terms of meeting the above criteria. Appeals may be rejected for evaluation if the committee deems the submitted documentation ineligible.

The committee shall meet to discuss the appeal and may call for personal representation from the employee, the supervisor and/or Dean/Director. The HR Department shall, within 30 working days of receipt of the appeal, notify the person who submitted the appeal of the decision of the committee.

PDQ's that have been evaluated through the appeal process are ineligible for any further review for 12 months from the date of the appeal evaluation.

## **Group PDQ's**

Where more than one incumbent occupies a position, the PDQ, or related submissions such as re-evaluations and appeals, will be submitted as a joint document. The duties and position title remain the same for group PDQ's.

## **Retroactive Compensation**

### ***New PDQ's:***

When an interim position is reclassified to a higher salary grade, the effective date of increase will be retroactive to the date the PDQ was received in the Human Resources Department or the start date of the incumbent. All incoming PDQ's will be date stamped immediately upon arrival.

When an interim position is reclassified to a lower salary grade, the incumbent will be red-circled if their current salary is above the top of the new range.

When a position remains in the same grade, there will be no change to the salary.

### ***Re-evaluations:***

When a position is reclassified to a higher salary grade, the effective date of increase will be retroactive to the date the PDQ was received in the Human Resources Department. All incoming PDQ's will be date stamped immediately upon arrival.

When a position is reclassified to a lower salary grade, the incumbent will be red-circled if their current salary is above the top of the new range.

When a position remains in the same grade, there will be no change to the salary

### ***Appeals:***

When a position is reclassified to a higher salary grade through the appeal process, the date of increase will be retroactive to the date the original PDQ under appeal was received in the Human Resources Department.

### ***Casuals & Terms:***

Term and casual employees who have occupied a reclassified position receiving a higher pay grade will receive retroactive pay for time worked during the period beginning with when the PDQ was received in Human Resources to the end of their term or casual assignment.

### **Appeals Committee Consensus**

In the event that the ratings committee is unable to achieve consensus on an evaluation or an appeal, the following process will be followed:

- 1) The committee may call in the supervisor and/or the incumbent.
- 2) One Exempt representative and two HR representatives will continue to adjudicate.
- 3) Majority vote will determine undecided factors.
- 4) If the vote results in a tie, the Exempt Group and Management will propose a representative to join the committee and make the final call. The representative must be mutually agreed upon by both parties.

### **Release of Ratings Results**

All discussion and results arising from the evaluation process must be held in strict confidence by all committee members.

Upon completion of a rating, the Human Resources Department will tabulate the results and complete all necessary paper work, including a “Job Evaluation Ratings Summary” Form and a breakdown of the numerical ratings of each factor. These forms will be forwarded to the supervisor and the incumbent will pick up and sign for the documents from the Human Resources Department. Once the supervisor and incumbents are notified, the information may be communicated to the ratings committee and posted on conventional UNBC formats (ie. Salary Range Sheets, Banner, etc.).

The weightings applied to factor ratings are only available to delegated members of the Human Resources Department. Members outside of these officials will be denied access to the weightings.