



Job Evaluation Policy

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1. Purpose

This policy provides guidelines to employees and their supervisors regarding the Job Evaluation process, with an effort to ensure fair and equitable pay for employees of OCAD University (“OCAD U” or “the University”), and adhere to the values of pay equity and internal equity.

Job Evaluation is an objective measurement of job content and its worth relative to other jobs at OCAD U. It is not intended to measure the performance and/or qualifications of individual incumbents.

2. Scope

This policy applies to all incumbents in OCAD U’s OPSEU Local 576, Unit 1 and exempt staff positions.

3. Policy

Job Evaluation Committee

The Job Evaluation Committee (JEC) comprises three voting members of OCAD U Management, including the Chair. The Chair is normally the Human Resources Manager (Administrative Staff). The other two members are appointed by the Vice-President, Finance & Administration and serve three year terms (renewable). The Human Resources Administrator (Administrative Staff) shall act as non-voting Secretary to the Committee.

Requests for Job Evaluation

Requests for Job Evaluation may be initiated by an OCAD U employee or supervisor when there are significant changes to job content in an established position. When a group of jobs is restructured, or the impact of possible restructuring of jobs is being explored, the review process is initiated by Human Resources. In addition, every job classification shall normally be reviewed by the JEC at least once every four years.

Significant changes result when a job’s role and responsibilities have been measurably increased, decreased or substantially altered. Such changes should be of a long-term nature. Increases in volumes of work, where a job’s ongoing duties and responsibilities remain substantially unchanged, are not

regarded as significant changes for purposes of job classification. Increased volume of work should be addressed by the supervisor as a resource issue, rather than through job re-evaluation.

In cases where an OCAD U employee is temporarily assigned a significant portion of higher level duties, Human Resources, in consultation with the immediate and managerial supervisor(s), will assess the scope of the temporary assignment and determine whether a temporary change in grade is warranted. Such temporary salary changes will be implemented in accordance with the Notes to Salary Schedule "B" of the OPSEU Local 576, Unit 1 Collective Agreement for the period of the assignment.

Requests to have a position evaluated may be initiated by incumbents or their supervisors by submitting a completed, signed *Job Evaluation Request Form & Working Conditions Questionnaire* to the Human Resources office. The Secretary to the JEC shall confirm receipt of the submission by email and provide to the incumbent or supervisor the most recent Job Description on file. The incumbent shall work with the immediate supervisor and Human Resources to ensure the Job Description is current. All changes to job descriptions are subject to final approval by the Director, Human Resources before any request for re-evaluation comes before the JEC.

The Secretary to the JEC shall notify the incumbent and supervisor once a meeting of the JEC has been scheduled. The incumbent and/or supervisor may attend the meeting to address the Committee directly, if they wish to do so, though this is not required.

Formal Review

Each member of the JEC shall be given copies (prepared by the Secretary to the JEC) of the completed *Job Evaluation Request Form & Working Conditions Questionnaire*, approved Job Description and recommendations prepared by the Secretary to the JEC. If present, the incumbent and/or supervisor will have the opportunity to present information to, and answer questions from, the Committee. Once the incumbent and/or supervisor have been excused, the Committee will discuss the submission and reach a decision, normally by consensus, or by vote if required.

Communication of the Decision

The decision of the Committee will be communicated to the incumbent and supervisor, with a copy to the Union Local, where relevant, within 10 working days of the meeting. In the event of a change in grade, the effective date shall be the date of receipt of the fully-completed *Job Evaluation Request Form & Working Conditions Questionnaire*, including any support documentation, by the Human Resources office. In the case of a restructuring, the effective date shall be the date the new structure is implemented. In administering a salary change, the process outlined in Notes to Salary Schedule "B" of the OPSEU Local 576, Unit 1 Collective Agreement will be followed.

In cases where the new rate may have a negative impact on the incumbent, special consideration will be given at the discretion of the Human Resources Manager (Administrative Staff).

Appeal

The incumbent or supervisor may appeal the Committee's decision by providing a written submission to the Human Resources office no later than 10 working days following the date of communication of the decision. The written appeal shall specify individual job factors which are being contested and the substantive basis on which the claim is advanced.

If an appeal is initiated, any salary action which might have been required to implement the classification under appeal will be deferred until resolution of the appeal. Upon resolution of the appeal, the appellate decision shall be retroactive to the date of receipt of the *Job Evaluation Request Form & Working Conditions Questionnaire*.

In the event that the incumbent or supervisor remains unsatisfied with the Committee's decision, the incumbent or supervisor may submit a further appeal to the Director, Human Resources, who will make a determination.