

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-41

SUBJECT: **JOB EVALUATION PROCEDURE**

SECTION: Personnel

APPLIES TO: All Regular Employees

EFFECTIVE: November 16, 2005

41.1 **POLICY STATEMENT**

In compliance with the Pay Equity Act, 1987 and to ensure that the evaluation of all employees is provided within a framework that is free from gender and/or any other discrimination; the Municipality of Sioux Lookout is committed to providing a fair and equitable evaluation of all positions within the organization.

41.2 **UNIVERSAL JOB EVALUATION PLAN**

All positions within the Municipality of Sioux Lookout shall be evaluated using a "Universal Job Evaluation Plan". The Plan, by using eleven gender-neutral factors, determines the relative worth of jobs within the organization by defining the value of the work performed. The Plan includes all the factors recommended by the Canadian Human Rights Commission, Bill 154 (Pay Equity Act) in Ontario and existing equal pay legislation in other provinces.

41.3 **PURPOSE OF JOB EVALUATION**

Mandate of the Job Evaluation Committee

- 1) To provide a fair and equitable evaluation and establish a job rating for all positions within the Municipality of Sioux Lookout
- 2) To review and monitor all aspects of the job evaluation process, i.e. job information questionnaire, benchmarks, etcetera.
- 3) To comply with Pay Equity Act and to create internal equity
- 4) To evaluate the impacts of external equity analysis.

41.4 **PREPARATION PROCEDURE**

- (a) The duties and responsibilities of a job shall not be significantly changed before the Department Head has discussed the proposed change(s) with the Chief Administrative Officer and has obtained the Chief Administrative Officer's concurrence with the change(s). (A "significant change" is any change in duties, responsibilities, working conditions, required qualifications, etc., that may affect the established rating for that job).
- (b) When a new position is created, or when the duties and responsibilities of a job have changed or are about to change, the Human Resources Administrator shall ensure that a job description is drafted, that a job information questionnaire is accurately completed, and that both are promptly submitted to the Chief Administrative Officer.
- (c) The Chief Administrative Officer shall review the job information questionnaire and draft job description and, in consultation with the Department Head, shall make whatever revisions may be required.

- (d) If a request for re-evaluation is made the Department Head shall indicate, in writing, when submitting the draft job description and the job information questionnaire precisely what changes have been made or are to be made to the job.
- (e) If the Department Head and Chief Administrative Officer are in agreement that a job has been or is to be significantly changed, the Chief Administrative Officer will submit the job description and job information questionnaire to the Job Evaluation Appeal Committee for the purpose of re-evaluating the position.

41.5 **EVALUATION PROCEDURE**

- (a) The affected Department Head may attend as a resource person but shall not participate in the actual evaluation of the job.
- (b) The Chief Administrative Officer may request the attendance, at a job evaluation meeting, of any employee as a resource person, including an incumbent or incumbents in the position being evaluated.
- (c) The Department Head shall provide the Chief Administrative Officer with a brief oral summary of the position and, in the case of an existing position, the changes in the job.
- (d) The Department Head shall be excused from the meeting and the Chief Administrative Officer shall then evaluate the job.

41.6 **CONFIRMATION OF THE EVALUATION**

The Chief Administrative Officer will provide the results of the evaluation to the affected Department Head and incumbent.

41.7 **APPEAL OF THE EVALUATION**

- (a) **Appeal Committee**
The Appeal Committee will be comprised of three members of staff appointed by the Chief Administrative Officer. The Appeal Committee may not be comprised of the same members as the Evaluation Committee. The appointed Chair of the Committee shall convene meetings and ensure that all necessary material and documentation is distributed. Records will be kept by a Recording Secretary, who shall be a committee member.
The Department Head of the position being evaluated **may not** sit on the Appeal Committee.
- (b) **Who May Appeal An Evaluation**
Following confirmation of the evaluation to the affected Department Head and incumbent (Section 41.6) the results of the evaluation may be appealed by:
 - (1) the incumbent
 - (2) the Department Head where a vacancy exists in his/her department
 - (3) the Department Head in conjunction with the Chief Administrative Officer when, in their opinion, an appeal is warranted.

Steps in the Appeal Procedure:

- (a) Following confirmation of the evaluation to the affected Department Head and incumbent (Section 41.6) the Recording Secretary (Job Evaluation Appeal Committee) shall provide to the incumbent a copy of the Job Information Questionnaire completed by the Job Evaluation Appeal Committee.
- (b) If it is the incumbent's desire to appeal the rating of the Job Evaluation Appeal

Committee, the incumbent must provide a written request to the Chief Administrative Officer, who will forward same to the Appeal Committee.

This "written request" must be received by the Chief Administrative Officer within 30 days from the date of confirmation provided in Section 43.6 (b).

- (c) Incumbent must indicate in his/her request for appeal which Factor(s) in the Job Information Questionnaire is (are) being disagreed with and reasons for the disagreement must be provided.
- (d) Following receipt of the above the Chief Administrative Officer will convene a meeting of the Appeal Committee.
- (e) Following review by the Appeal Committee the results of the appeal will be forwarded to the incumbent and affected Department Head, in writing, by the Chief Administrative Officer.
- (f) The results of the Appeal Committee, as approved by the Chief Administrative Officer, are final.