



<b>Re-evaluating Existing Non-Union Positions</b>
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Board Received: \_\_\_\_\_

Review Date: \_\_\_\_\_

**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.

An employee and their supervisor may initiate a review of the employee's Job Fact Sheet at each performance appraisal or at any time if the employee and supervisor agree that a significant change in key activities has occurred.

1. A new Job Fact Sheet must be completed. The Job Fact Sheet is the standard and accepted means of outlining the tasks and responsibilities of the job. Human Resources Services can assist the parties with this stage. A Job Fact Sheet form can be obtained from Human Resources Services.
2. The revised Job Fact Sheet must be signed by both the employee and the supervisor and then submitted to the Manager of Human Resources Services, along with a summary of the change(s) in key activities that has occurred. The Manager of Human Resources Services will review the documentation submitted and determine if the change(s) in key activities warrants a re-evaluation.
3. The Manager of Human Resources Services will collect the Job Fact Sheets for review at the next regularly scheduled meeting of the Job Evaluation Committee, comprised of representatives of non-union employees, or submit to a consultant with expertise in job evaluation.
4. Any re-evaluation that is to occur must be completed within 3 months of Human Resource Services receiving the request.
5. If the request does not result in a re-evaluation or the re-evaluation itself does not result in a salary adjustment for the position, the Manager of Human Resources will advise the employee's supervisor of this decision. The Supervisor and the Manager of Human Resources will subsequently advise the employee.
6. If the re-evaluation results in a salary adjustment for the position, the evaluation will be submitted to Executive Council for review.
7. Once reviewed by Executive Council, the results shall be recommended to the Board.
8. The employee shall be notified, in writing, of the outcome of the re-evaluation, within two (2) 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.