



PROCEDURE

HR-019

RE-EVALUATING EXISTING NON-UNION POSITIONS	
Superintendent Responsible: Superintendent of Human Resources	Initial Effective Date: 2019/10/28
Last Updated: 2023/10/23	Next Review Date: 2027/10/25

Purpose:

To outline the job re-evaluation process for classifications within the Grand Erie Management Support Team (GEMST).

Guiding Principles: Job re-evaluation occurs following the completion of a revised Job Information Questionnaire, which is the standard and accepted means of outlining the tasks and responsibilities of a job. Human Resources can assist the parties with the completion of the document. A Job Information Questionnaire form can be obtained from Human Resources.

1.0 Job Evaluation Cycle

- 1.1 All non-union positions will be re-evaluated on a rotating five-year cycle.
- 1.2 The Manager of Human Resources will notify employee(s) in positions to be evaluated (and their immediate Supervisor(s)) that their job will be subject to a re-evaluation and provide the employee(s) with a blank Job Information Questionnaire to complete and return.
- 1.3 The updated Job Information Questionnaires will be provided to the Job Evaluation Committee, comprised of representatives of non-union employees and/or a consultant with expertise in job evaluation.
- 1.4 The employee(s) and their immediate Supervisor(s) will be notified if:
 - the re-evaluation did not result in any change to the band for their position, and therefore no change in salary,
 - if there was a change in the band to which the position is assigned, which could potentially result in a salary change.
- 1.5 If the re-evaluation results in a salary adjustment for the position, the evaluation will be submitted to Executive Council for review.
- 1.6 Salary adjustments, if required, shall be retroactive to the date the Job Information Questionnaire was signed by both the employee(s) and the immediate Supervisor(s).

2.0 Job Evaluation Out of Cycle

- 2.1 An employee(s) and their immediate Supervisor(s) may initiate a review of the employee's Job Information Questionnaire at any time if the employee(s) and immediate supervisor agree that a significant change in key activities has occurred.
- 2.2 The revised Job Information Questionnaire must be signed by both the employee(s) and the immediate Supervisor(s) and then submitted to the Superintendent of Human Resources, or designate, along with a summary of the significant change(s) in key activities that have occurred. The Superintendent of Human Resources, or designate, will review the documentation submitted for accuracy and completion.
- 2.3 Any re-evaluation that is to occur must be completed within six months of Human Resources receiving the request. The Job Information Questionnaire will be provided to the Job Evaluation Committee, comprised of representatives of

non-union employees and/or a consultant with expertise in job evaluation to determine if significant changes have occurred thereby necessitating a re-evaluation.

- 2.4 The employee(s) and their immediate Supervisor(s), will be notified if
- There were not significant changes to the job to warrant a re-evaluation
 - The re-evaluation did not result in any change to the band for their position, and therefore no change in salary
 - There was a change in the band to which the position is assigned, which could potentially result in a salary change
- 2.5 If the re-evaluation results in a salary adjustment for the position, the evaluation will be submitted to Executive Council for review.
- 2.6 Salary adjustments, if required, shall be retroactive to the date the Job Information Questionnaire was signed by both the employee and the immediate Supervisor(s).