

Job Evaluation Process for Existing Positions:

1. An employee or manager may identify the need to evaluate a position and initiate the JE process.

2. The manager and the employee identify the changes to the role profile, duties and responsibilities attaching it to the completed Job Evaluation Review Form (JERF) summarizing the changes to the role, position outcomes and the required competencies.

3. The employee and manager sign off on the JERF to reflect they have both agreed to the changes to the role profile.

4. The manager then forwards the completed JERF to the next level of supervision (Director/Dean/Associate Vice-President) to be followed by a discussion between the manager and Director/Dean/AVP. The review of the JERF will not proceed past this point unless the Director/Dean/AVP is in agreement with the changes and outcomes identified.

5. After discussions under (4) have been completed and agreed to, the JERF shall be forwarded to the appropriate Vice-President for review. Any comments on the merits of the request by the Director/AVP should accompany the JERF. If in agreement of the review of the position, the Vice-President signs off and forwards to Human Resources for evaluation by the JE Committee. (The date Human Resources receives the JERF will be the date used to establish an effective date.)

6. The JE Committee will conduct a review, which may consist of meeting with the employee and verifying job duties with the supervisor and examining the impact to the organizational chart. The JE committee conducts the analysis and submits the results of the review to the manager copying the Director/Dean/AVP and VP.

7. Should there be changes to the position grade as a result of the review, the manager will work with Human Resources to determine the appropriate salary adjustment in accordance with the RRU accepted compensation guidelines.

8. If the position and grade increase as a result of the review, notification will be sent to the employee with a copy to Payroll, effective to the date received in Human Resources.

9. If the position and grade decrease as a result of the review, notification will be sent to the employee and manager, however the employee's salary will remain red circled while the incumbent occupies the position.

Request for consideration:

Should there be a disagreement with the results of the committee's review a process is available for requesting reconsideration. An employee and/or manager may request reconsideration of the JE outcome through their appropriate Vice-President and the HR Steering Committee. The HR Steering Committee's decision is final and binding.

Job Evaluation Process for New Positions:



1. It is expected that the hiring manager will conduct a departmental staffing needs assessment prior to initiating a request for a new position. The manager begins the process of establishing a new position by defining the role, position outcomes and required competencies of the new position.



2. The manager forwards the new role profile to the next level of supervision (Director/Dean/ Associate Vice-President) to be followed by a discussion between the manager and Director/Dean/AVP. The review of the new role will not proceed past this point unless the Director/Dean/AVP is in agreement with the need to develop a new position within the department.



3. After discussions under (2) have been completed and agreed to, the role profile shall be forwarded to the appropriate Vice-President for review. Any comments on the merits of the request by the Director/AVP should accompany the role profile. If in agreement of the review of the new position, the Vice-President signs off and forwards to Human Resources for evaluation by the JE Committee.



4. The JE Committee will conduct a review and submit results of the review to the manager copying the Director/Dean/AVP and VP.

If in disagreement with the JE review:

Should there be disagreement with the committee's analysis of the role, the manager may request a meeting with the JE Committee and the Vice-President, Human Resources to review the decision.

If still in disagreement, the position and job evaluation results will be presented to HR Steering Committee. The HR Steering Committee's decision is final and binding.



5. All new positions that have been approved through the annual budget planning must then obtain staffing request approval.



6. If the position represents a new non-budgeted position, it must then advance through the HR Steering Committee approval process as an additional step within the staffing request approval process.