

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. D6
	ORIGINATOR Human Resources	
	APPROVED BY President's Executive Committee	
TITLE JOB EVALUATIONS: ADMINISTRATIVE STAFF	EFFECTIVE DATE 1988.11.02	REPLACES 1986.03

POLICY

It is the College policy to evaluate administrative positions in accordance with the evaluation plan approved by the Council of Regents. The College has, therefore, appointed a Job Evaluation Committee to ensure a systematic process of rating the responsibilities of each position.

TERMS OF REFERENCE: JOB EVALUATION COMMITTEE

1. Maintain a comprehensive knowledge of the job evaluation process designed by Hay and Associates and, where appropriate, communicate this process to other administrative staff of the College.
2. Review new or revised job descriptions in preparation for the evaluation process.
3. Evaluate new or revised job descriptions.
4. Submit completed evaluations to the President for approval through the Committee Chairperson.
5. Maintain the confidentiality of the information received by the Committee.

COMMITTEE MEMBERSHIP

1. The Job Evaluation Committee membership will reflect the organizational structure of the College with members derived from the Academic Schools and major administrative and service sectors of the College.
2. The permanent chairperson of the Committee is the Director of Human Resources.
3. Five members will constitute a quorum.

4. Members of the PMC will recommend to the College President nominees to the Committee.
5. The College President will approve the nominees.
6. Each member of the Committee will have a vote except the Chairperson who will vote only to remove a stalemate in the evaluation process.
7. Members are appointed for a term of four years.
8. The Chairperson of the Committee will inform the PMC when renewal of membership is required.
9. The Director of Human Resources will coordinate the training of Committee members.

PROCEDURE

1. Job descriptions should be reviewed annually by the incumbent and the appropriate Dean or Director concerned who will ensure that all material changes are incorporated in the new description.
2. Requests for an evaluation of new or revised job descriptions will be submitted in writing to the Director of Human Resources accompanied by the new or revised job description and a brief summary of the changes where necessary.
3. A revised organization chart, if appropriate, should be attached to the job description.
4. The Human Resources Department will provide assistance, if required, in the preparation of job descriptions.
5. The description will be signed by the incumbent and the immediate supervisor and approved by the supervisor's supervisor.
6. Prior to the evaluation process the incumbent and/or the immediate supervisor may address the Job Evaluation Committee with respect to the contents of the job description.
7. Evaluated positions will be approved by the President of the College.

8. The results of the job evaluation process may be appealed by the supervisor of the position to the Chairperson of the Committee who will request a review by the Job Evaluation Committee. The supervisor and/or incumbent will present additional information to the Committee to substantiate the appeal.
9. The Director of Human Resources will advise the supervisor of the position of the results of the evaluation process.
10. As far as practicable new positions will be evaluated prior to the hiring of an incumbent.

(original signed by)

Vice President, Student Life and Human Resources

(original signed by)

President