

HR20**Non Bargaining Unit Job Evaluation**

Classification:	Human Resources
Responsible Authority:	Manager, Total Compensation
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996-03-01
Date Last Reviewed:	2023-12-22
Date to Complete Mandatory Review:	2028-12-22

PURPOSE

To maintain a consistent process for the initial development and ongoing review of all College administrative positions.

SCOPE

All administrative positions

DEFINITIONS

Word/Term	Definition
Algonquin College Executive Team	The Algonquin College Executive Team is the group responsible for providing strategic leadership within Algonquin College. The group is comprised of the President, Vice Presidents, and Director of the President's Office and Communications of the College.
Job Fact Sheet	The Job Fact Sheet is a document that provides the incumbent with the job environment, responsibility, and accountability of administrative positions, and is used as part of the administrative position evaluation process.
Non-Bargaining Job Evaluation Committee	The Non-Bargaining Job Evaluation Committee is an Algonquin College group reviews and evaluates new administrative positions and those roles that are submitted for re-evaluation.

POLICY**INTRODUCTION**

1. The College will evaluate administrative positions in accordance with the evaluation system approved by the College Employer Council.

2. The Job Fact Sheet (JFS) of administrators provides the incumbent with the job environment, responsibility and accountability of the position.
3. Each administrative position will have a JFS approved by the immediate supervisor and submitted to Human Resources for evaluation. This evaluation is conducted by the Non-Bargaining Job Evaluation Committee (NBJEC) to ensure a systematic process of rating the responsibilities of each position. The terms of reference of the NBJEC are found in Appendix 1.
4. Incumbents will receive a copy of their JFS from their immediate supervisor on hiring and following any approved revisions.
5. Whenever a new administrative position is approved, the immediate supervisor will forward a JFS to Human Resources, along with a copy of the organizational chart, for evaluation.
6. When an existing JFS is altered significantly (e.g. administrative restructuring), a revised JFS will be forwarded to Human Resources by the immediate supervisor for evaluation along with a completed evaluation request form (see Related Materials below) and a copy of the organizational chart.
7. JFS's are to be reviewed annually as part of the performance evaluation by the incumbent and the immediate supervisor to ensure that any changes in responsibilities are incorporated in the new JFS.
8. A request for an evaluation of a new or revised JFS will be submitted to the Classification Specialist, accompanied by the new or revised JFS , a completed evaluation request form (see Related Materials below) outlining the changes made and a revised organization chart, if applicable.
9. Upon completion of the JFS evaluation, the revised JFS will be signed by the incumbent, the immediate supervisor and approved by the next level of management.
10. Prior to the evaluation of the revised JFS, the incumbent and/or the immediate supervisor may address the NBJEC regarding the contents of the JFS.
11. If a job evaluation results in a salary change to an incumbent, any period of retroactivity will be limited only from the point that a completed JFS has been received and accepted by Human Resources to be scheduled for evaluation.

PROCEDURE

	Action	Responsibility
1.	Submit a completed JFS (Appendix 2) providing details of a newly approved position or a revised position to Human Resources for evaluation.	Supervisor
2.	Evaluate new and revised JFS monthly when the NBJEC meets or when necessary.	Non-Bargaining Job Evaluation Committee
3.	Notify the supervisor of the evaluation results	Total Compensation
4.	If the Immediate Supervisor requests an appeal of the evaluation results, such request is to be received	Immediate Supervisor

	within ten (10) working days of being notified of the results.	
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RELATED MATERIALS

[Administrative Employee Terms and Conditions of Employment](#)

[Job Fact Sheet](#)

[Evaluation Request Form](#)

APPENDICES

Appendix 1: Terms of Reference: Job Evaluation Committee

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DESCRIPTION

TERMS OF REFERENCE: NON-BARGAINING JOB EVALUATION COMMITTEE

1. Members are to maintain a comprehensive knowledge of the job evaluation process designed by the CAAT System and where appropriate, communicate this process to other administrative staff.
2. Review new or revised job descriptions in preparation for the evaluation process.
3. Evaluate new or revised job descriptions.
4. Maintain the confidentiality of the information received by the Committee.

COMMITTEE MEMBERSHIP

1. The Non-bargaining Job Evaluation Committee (NBJEC) membership will reflect the organizational structure of the College with six members derived from senior administration and a Human Resources Specialist/Manager.
2. The Chair of the NBJEC is the Senior Total Compensation Specialist.
3. Three (3) members will constitute a quorum.
4. NBJEC members will recommend nominees for membership on the NBJEC to the Chair.
5. The Chair will review and approve the nominees to NBJEC.
6. Each member of NBJEC will have a vote except the Manager, Total Compensation who will vote only to remove a stalemate in the evaluation process.
7. Members are appointed to a four (4) year term.
8. The NBJEC Chair will inform the NBJEC when renewal of membership is required.
9. The NBJEC Chair will coordinate the training of NBJEC members.