



**Name:** Job Evaluation Policies and Procedures  
**Policy Number:** 6-2011  
**Origin:** Human Resources  
**Approved:** July 2001  
**Issuing Authority:** Vice-President, Finance & Administration  
**Responsibility:** Senior Director, Human Resources  
**Effective Date:** October 14, 2014  
**Revision Date:** October 14, 2014, July 2011, February 17, 2011

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### **Purpose**

The purpose of this policy is to ensure fair and equitable salaries for employees of Saint Mary's University.

### **Policy Statement**

It is the policy of Saint Mary's University to provide internal equity among jobs across the campus consistent with market and business conditions. The four elements of job value stated for pay equity (skill, effort, responsibility and working conditions). For thorough and balanced analysis, the four elements are subdivided into various factors within the job evaluation program.

### **Forms (see Appendix B for samples)**

- Job Fact Sheets (JFS). The purpose of the JFS is to gather information about the job and its requirements. The information will be used for developing and updating job descriptions. A Job Analyst appointed by the University to evaluate jobs will use the JFS and the job description.



#### Human Resources Department

- To ensure that supervisors and incumbents are familiar with the job evaluation process, the review process, and the relevant evaluation program.
- To provide any organizational information to the Job Analyst or JEAC that would assist in the process.
- To review jobs in terms of the overall structure to determine consistency of job classes and to provide solid benchmark data.

#### Employees

- To be aware of the job evaluation process, the review process, the appeal process and the relevant evaluation program.

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departments. Once the final rating has been established, Human Resources will determine and assign the corresponding salary level.

9.4. When a job is classified upwards section 7.2 shall apply

9.5. When a job is classified downward, section 7.3 shall apply.

10. There shall be no recourse for re-evaluation beyond the appeal process.

11. Decisions of the Job Evaluation Appeals Committee, and where no appeal has been filed, the Job Analyst, shall be final and binding and not subject to grievance or arbitration.