

Topic: MASS Job Evaluation Process
Effective: January 2013
Revision Date: January 2016, September 2018
Review Date: September 2021
Responsibility: Executive Officer, Human Resources

INTENDED PURPOSE:

The purpose of this procedure is to outline the Management and Administrative Support Services (MASS) job evaluation and maintenance process.

DEFINITIONS:

Job Description Document (JD)

The JD is designed to describe a job, capturing the skills, responsibility and effort normally required in the work, and to record the conditions under which it is usually carried out. The JD focuses on current job content and requirements.

Position Information Questionnaire (PIQ)

The PIQ is designed to describe a job in more detail. It supplements a JD, focussing on how responsibilities are completed and providing specific examples.

Position Change Form (PCF)

The PCF is designed to specify significant duties/responsibilities that have been changed, eliminated from or added to a position.

Reconsideration Form (RF)

The RF is designed for requesting reconsideration of an evaluation, stating the reason(s) for disagreeing with the evaluation.

GENERAL GUIDING PRINCIPLES:

1. The Job Evaluation process applies to all permanent (and newly approved) MASS positions.
2. The evaluation of all new or changed positions will be conducted by a third party consultant (hereafter referred to as the "Consultant") selected by the Board through the established Board tender process.
3. On an annual basis, the JDs of twenty (20) percent of all MASS positions will be reviewed to ensure that these documents are complete and accurate, and reflect current and up to date duties, responsibilities and qualifications for each position. The review will be completed by the direct supervisor in consultation with the Human Resources Manager. As a result of the review, positions may be submitted for reconsideration to the Consultant when they have undergone significant change.

JOB EVALUATION PROCEDURES:

New Positions

The following procedure shall be used to collect information for newly approved positions:

1. The JD document shall be completed by the individual supervising the newly created position.
2. The Superintendent of the department for the newly created position will review the JD for accuracy and sign off on its content;
3. Based on the JD information, the Consultant will evaluate and rank the position into the MASS salary structure on an interim basis;
4. The Consultant may contact the supervisor or the Human Resources Manager as necessary to clarify any aspect of the position requiring explanation;

5. Prior to finalizing the interim ranking of the position, and in consultation with the Human Resources Manager, the supervisor and/or Superintendent responsible for the position will have an opportunity to review and provide feedback with respect to the Consultant's recommended MASS salary structure placement.
6. Once an incumbent has been in the position for a period of at least six months (no more than 12 months), an updated JD will be completed by the supervisor and shared with the incumbent to ensure there is a common understanding with respect to the position's duties/responsibilities, knowledge and skills. A PIQ will be completed by the incumbent and signed off by the immediate supervisor.
7. The completed and signed JD and PIQ shall then be submitted to the Human Resources Manager for distribution and final evaluation by the Consultant.

Changed Positions

1. Positions may be submitted for reconsideration when they have undergone significant change.
2. Supervisors and Superintendents should be mindful of the effect of the change on other positions and submit all relevant changes for reconsideration. For example, during reorganization if significant duties are moved from one position to another, both should be submitted for re-evaluation.
3. The Manager of Human Resources should be contacted to discuss the change if the supervisor is unsure if it warrants reconsideration.
4. A Position Change Form (PCF) shall be completed by the employee, when a job has significantly changed.
5. The employee's supervisor and superintendent shall review and sign-off on the information contained on the PCF.
6. The completed PCF shall then be submitted to the Human Resources Manager for distribution and evaluation by the Consultant.

Reconsideration Process

1. Following the distribution of results for the affected position(s), either the incumbent(s) or the supervisor may request reconsideration of the position rating by completing and submitting a Reconsideration Form (RF) stating the reason(s) for disagreeing with the evaluation of the position.
2. Any such request shall be submitted within ten (10) working days of receipt of the position evaluation results to the Human Resources Manager for distribution to the Consultant.
3. The Consultant shall consider the request and then make a decision as to whether a change to the position's evaluation is warranted.

Job Evaluation Submission Timelines

The following general procedure shall apply once a position's evaluation and placement on the MASS salary grid has been finalized:

For new positions, pay will be retroactive to the hire date as long as the JD and the PIQ information are submitted within the appropriate time frame. Please see Appendix A for key reference dates.

For changed positions, pay will be retroactive to the submission date as long as the PCF is submitted within the appropriate time frame. Please see Appendix A for key reference dates.

APPENDIX A

Key Reference Dates

The following is a list of key reference dates for the Halton District School Board MASS Employee Group Job Evaluation Maintenance Process.

Date	Category	Description
April 30	New Positions	Completion of JD and PIQ by Supervisor for new positions <i>Note, once an incumbent has been in the position for a period of at least six months (no more than 12 months), an updated JD and a PIQ will be completed by the incumbent and validated by the immediate supervisor</i>
April 30	Changed Positions	Completion of Position Change Form
October 31	New Positions	Completion of JD and PIQ by Supervisor and incumbent for new positions <i>Note, once an incumbent has been in the position for a period of at least six months (no more than 12 months), an updated JD and a PIQ will be completed by the incumbent and validated by the immediate supervisor</i>
October 31	Changed Positions	Completion of Position Change Form