

Research St. Joseph's – Hamilton (RSJ-H)		<b>Pages</b> 1 of 4	<b>Number</b> 067-RSJ-H
<b>Policy Title</b> Request for Job Evaluation		<b>Date</b> 20 January 2017	
<b>Supersedes</b> New policy	<b>Cross Reference</b>	<b>Issuing Authority</b> RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

**Position responsible for developing and maintaining the policy:** RSJ-H Scientific Director

## 1.0 PURPOSE & GOALS DESCRIPTION

The purpose of this policy is to describe the job evaluation process as it applies to new or changed jobs within Research St. Joseph's – Hamilton (RSJ-H) and the responsibilities of all stakeholders involved.

## 2.0 DEFINITIONS

**RSJ-H Job Description Questionnaire:** Is used for job evaluation and salary grade assignment. The information in the questionnaire may also be used to support other Human Resources functions such as job postings, career development, recruitment and selection, performance evaluation, work accommodation, etc. It describes the job according to the required elements under Ontario's Pay Equity legislation including the required skills, effort, responsibilities and working conditions.

**Request for Job Evaluation Form:** This form is required for all new and existing jobs that require evaluation. The Manager is required to complete the form along with the appropriate questionnaire.

**Position:** The "position" represents the duties and responsibilities carried out by one person.

**"Job" or "Job Class":** A "job class" or "job" includes one or more positions that have similar duties, responsibilities, accountabilities that require similar qualifications, are filled by similar recruiting procedures; and have the same salary range. If there is one person in a position, then that job or job class would only have one incumbent. If there are several people in several positions that meet the criteria above, then there is one job class with multiple incumbents with multiple positions.

**Job Evaluation:** The process of determining the relative value or worth of a job using a gender neutral point factor job evaluation process that measures the four main factors of skill, effort, responsibility and working conditions. The job evaluation process ensures all jobs are evaluated fairly, objectively, and consistently. The results are used to ensure internal equity and pay equity.

**Internal Equity:** Internal equity ensures "equal pay for work of equal value" for all jobs.

**Pay Equity:** RSJ-H has complied with Ontario's *Pay Equity Act* and continues to maintain pay equity in compliance with Ontario's *Pay Equity Act*. Pay equity ensures "equal pay for work of equal value" for female job classes and a male job class of equal value.

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**New Job:** A new job is a job that is new to RSJ-H and has not been evaluated through the RSJ-H Job Evaluation Plan.

**Vacant Position:** An approved, budgeted position in the department that has been vacated by the incumbent or a position that is new to the department or organization that has not been filled.

### 3.0 POLICY

This policy applies to all non-union/management jobs.

St. Joseph's Healthcare Hamilton has established and maintains a formal point factor "Job Evaluation System" as a means for determining the relative internal value of jobs within the organization, establishing a fair and equitable hierarchy of jobs, and maintaining competitive salary ranges. The Job Evaluation System complies with Ontario's Pay Equity legislation and *Employment Standards Act*.

The Job Evaluation System is a gender neutral point factor job evaluation process that ensures all new and/or changed jobs are evaluated consistently, objectively and fairly according to the major factors of Skill, Effort, Responsibility and Working Conditions and related sub factors.

All non-union and management jobs are required to have a current and up-to-date approved Job Description Questionnaire.

### 4.0 PROCEDURE

#### 4.1 New Jobs

A Request for Staff form approved by Research Institute Executive Team must be received by Recruitment prior to commencing the job evaluation process.

Research Institute approval indicates that the researcher has sufficient funding to pay all salary and benefit costs of the employee for the period of their employment. Should the new position require job evaluation, the Human Resources Compensation Department will begin that process when the Request for Staff form is received.

#### 4.2 Job Re-Evaluation and/or Updating Job Description

Before submitting job(s) for re-evaluation, researchers must clearly define the changes to the job since the job was last evaluated through the RSJ-H job evaluation process. A change in title or reporting relationship does not warrant the re-evaluation of the job unless there has also been a significant change to the overall required skill, effort, responsibilities and/or working conditions of the job and deliverables.

Significant changes are typically a result of the following:

- Significant broadening or narrowing of responsibilities;
- Changes in educational/experience requirements based on significant broadening or narrowing of responsibilities;
- Organizational structure change;

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- Changes to a job description as a result of legislation;
- Increased/reduced financial portfolio;
- Significant increase/decrease in staff under management;
- Changes in decision making authority;
- Increased/reduced complexity resulting from a broader/narrower variety of programs under management; and
- Restructuring of current work.

Increased workload (volume of existing work) does not represent a change in overall skill, effort, responsibility or working conditions. Significant increases in workload when the activities and/or responsibilities remain unchanged should be addressed as a resourcing issue and the appropriate number of resources whether temporary or otherwise needs to be determined, and alternatives such as process re-engineering explored to best manage payroll costs.

If there are incumbent(s) in the job, they should be responsible for completing the Job Description Questionnaire in draft.

If there are two or more employees in the job performing the same or similar work, they could work as a team to complete one questionnaire that describes the job. The researcher will meet with the employee(s) to review and finalize the completed Job Description Questionnaire.

Compensation Department will:

- Contact the researcher to discuss the next steps; and
- Evaluate the position and advise the Executive Director of the classification level of the job.

Compensation advises the researcher who advises the employee of the outcome of the reclassification.

#### **4.3 Major Restructuring**

If there is a major restructuring of a functional area that affects multiple positions, the Manager will meet with Human Resources to discuss the restructuring at a high level and to develop a project work plan to determine the scope, timelines, roles and responsibilities, approvals required, and impact on the budget and other relevant factors.

The Manager will meet with Finance to assess the impact that the restructuring will have on the budget at a high level.

The rest of the steps are the same as the steps set out under New Jobs or under Job Re-Evaluation.

#### **4.4 Approvals**

The appropriate approvals must be in place prior to commencing any hiring activities.

##### **4.4.1 New Jobs**

Approval at the Executive Director level is required for the following:

- The replacement of an existing job with an existing job at a higher level; and

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- The creation of a new job in addition to existing FTEs which may result in an overall net increase in total compensation costs.

Approval at the Board of Director level is required for the following:

- Re-evaluation of leadership level jobs.

#### 4.4.2 Re-evaluation of Jobs

Approval at the Executive Director level is required.

### 4.5 Responsibilities

#### 4.5.1 The Executive Director is responsible for:

- Reviewing and providing the required level of approval for job creation, job re-evaluation and job staffing;
- Ensuring that all researchers do not exceed their total compensation budget for each fiscal year and that any anticipated increases in costs resulting from job creation and/or job re-evaluation are budgeted and approved for in advance.

#### 4.5.2 Researchers are responsible for:

- Ensuring that they do not exceed their total budget for each fiscal year and that any anticipated increases in costs resulting from job creation and/or job re-evaluation are budgeted and approved for in advance by Executive Director;
- Considering an effective organization structure before developing new positions or changing existing positions;
- Consulting Human Resources for policy interpretation as well as guidance and consultation on the process;
- Using the prescribed job description format for job descriptions and forwarding to the Executive Director for approval, prior to submission to Human Resources; and
- Refraining from any discussion with employees until the Job Description/RFS/Re-evaluation submission has been reviewed and approved by the Executive Director and the evaluated grade and rate of pay has been provided by Compensation.

#### 4.5.3 Compensation/Human Resources is responsible for:

- Providing advice regarding the job evaluation process and giving advice on how to complete the Job Description Questionnaire;
- Coordinating the job evaluation process; and
- Advising researchers of the outcome of the job evaluation results.

#### 4.5.4 Finance is responsible for:

- Working with the researcher to ensure there is budget available for the unbudgeted new or reclassified job.