

# U of L Job Evaluation Manual

## **Introduction**

The purpose of this manual is to serve as a reference guide for the Hay Job Evaluation Methodology used to evaluate AUPC positions at the University of Lethbridge. This manual is not intended to be a training manual to prepare individuals to be job evaluators or to be a definitive resource on job evaluation methodology.

As the organization continually changes, the information in this manual may become outdated or new information may be added. Information in this manual will be updated as necessary.

For additional information, users of this guide may contact Human Resources at the University of Lethbridge at (403) 329-2274.

## **Job Evaluation System**

Job evaluation is the analysis and evaluation of work for the purpose of determining the relative value of jobs within an organization. Job evaluation may also provide valuable information for organizational analysis and for human resource planning and management strategies such as succession planning, performance management, compensation, etc.

For a job evaluation system to be effective, care must be taken in ensuring the system is as objective as possible. It is important that each job be evaluated on the basis of current, regular and on-going work conditions and job content. It is also essential that the focus of the evaluation process be on the purpose, scope and responsibilities of work assigned to the position, and not an incumbent's personal qualities or performance. In other words the focus is on the position and not the individual(s) in the position.

As jobs are very often affected in some way by organizational change, maintaining the job evaluation system requires that departments periodically review their organization design and structure to determine if significant changes have occurred. Any change in an organization's structure may alter the content of a job, which may result in an adjustment in the evaluation of the job. Ideally the position description should be updated every time there is a substantial change to a position's purpose, scope, and/or responsibilities.

## **Joint Committees**

The Job Evaluation Committee (JEC) shall meet to jointly evaluate AUPC positions. Membership on this committee is confined to management (Human Resources) and union (AUPC) ranks. Ideally, the JEC will be a representation from a cross-section of job classes to every extent possible. The JEC will evaluate all AUPC jobs in the workplace, as well as maintain the integrity of the Hay Plan. Job evaluation decisions shall be unanimous and deemed final and binding upon the Parties, subject to appeal procedures.

# Scoring National Joint Job Evaluation Users Manual

**Joacim Rocklöv**



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