

Corporate Policy	 Hamilton	
Human Resources		
Policy No: HR-18-09		
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Job Evaluation Policy

POLICY STATEMENT	<p>The City of Hamilton seeks to ensure external competitiveness in the employment market through compensation practices that are fair, equitable, consistent, aligned, competitive, affordable and in accordance with the legal requirements of the Pay Equity Act and The Employment Standards Act.</p> <p>The City of Hamilton's Non-Union Job Evaluation Plan was designed specifically to measure non-union jobs in the City of Hamilton. It is the measurement tool applied to all non-union jobs to assess a job's value.</p>
PURPOSE	<p>The purpose of this policy is to outline the procedures to establish salary classifications for new jobs and existing jobs where the job content has changed since the last job evaluation review.</p>
SCOPE	<p>This policy applies to all non-union jobs within the City of Hamilton. This policy excludes unionized jobs.</p>
DEFINITIONS	<p>The following terms referenced in this Policy are defined as:</p>
Job Evaluation	<p>Job Evaluation is a way of measuring jobs to determine the relative value of the job. It measures the skill, effort, responsibility and working conditions of jobs so that jobs can be compared one to the other.</p>
PRINCIPLES	<p>The following principles apply to this Policy:</p> <ol style="list-style-type: none"> 1. It is the content of the job that is analyzed, not the person doing the job; 2. Jobs are evaluated without regard to existing job rates; 3. Jobs are evaluated on each factor by considering the specific requirements of the job; and 4. Workload is not a consideration in evaluating a job.
TERMS & CONDITIONS	<p>The following terms and conditions apply to this Policy:</p> <p>Job Evaluation The City of Hamilton evaluates each job and bases the salary on an assessment of its competencies, accountabilities and physical and environmental demands.</p> <p>New positions are assessed in these areas to determine an appropriate preliminary evaluation for posting purposes. Existing positions may require periodic assessment to ensure that these areas continue to be evaluated appropriately. These new evaluations and position changes are addressed through job evaluation review procedures.</p> <p>Different procedures apply for new positions and existing positions.</p> <p>New Positions When a new non-union position is established, the requesting department completes a Job Information Synopsis Form to establish a preliminary evaluation. This form should be:</p> <ul style="list-style-type: none"> • completed by the immediate supervisor • authorized according to the Human Resource Authority Guidelines • submitted to Human Resources

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Human Resources conducts an assessment of the competencies, accountabilities and physical and environmental demands of the position to establish a preliminary evaluation and salary. This preliminary evaluation and salary is the basis for posting. The posting notes that the salary is based on a preliminary evaluation and is “under review”.

The employee, in consultation with his or her supervisor, completes a Job Information Synopsis Form to establish a confirmed evaluation within six months of appointment to the position. This form should be authorized according to the Human Resource Authority guidelines and submitted to Human Resources.

Human Resources conducts an assessment of the competencies, accountabilities, physical and environmental demands of the position to establish the confirmed evaluation and salary. The confirmed evaluation is communicated to the requesting department and the employee.

Salary adjustments are made according to the Salary Administration Policy.

Existing Positions

When the department and an employee determine that changes have occurred in the competencies, accountabilities and/or physical and environmental demands of a position the employee, in consultation with his or her supervisor, completes a new Job Information Synopsis Form. The Job Information Synopsis Form is reviewed and authorized according to the Human Resource Authority guidelines and submitted to Human Resources.

Human Resources conducts an assessment of the competencies, accountabilities, physical and environmental demands of the position to either confirm the current evaluation and salary or establish an updated evaluation and salary. The results of the evaluation are communicated to the Department and the employee.

If the evaluation would result in an adjustment of more than one salary band, re-posting the position, as a new position, may be required. This decision will be made in consultation between the Department Head and the Executive Director of Human Resources.

Salary adjustments are made according to the Salary Administration Policy as appropriate.

Part Time Wage Rates


The City of Hamilton recognizes the efforts and skills brought by part-time employees and establishes part-time non-union wage rates through an evaluation of the skill, effort, working conditions and responsibilities of the position.

Part-time hourly wage rates are equivalent to the hourly rates of comparable full-time positions where appropriate.

RESPONSIBILITIES

The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:

Management needs to ensure that job evaluation documentation is accurate and reflects the scope of job duties at a fully proficient level.

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COMPLIANCE	Failure to comply with this Policy and its associated Procedures will result in inconsistent job evaluation and pay practices.	
RELATED DOCUMENTS	The following related documents are referenced in this Policy: <ol style="list-style-type: none"> 1. <i>Pay Equity Act.</i> 2. <i>Employment Standards Act.</i> 	