Support Staff Job Evaluation Maintenance Manual

Thompson Rivers University and CUPE Local 4879

November 2014
Contents

ARTICLE 1  INTRODUCTION ................................................................. 3
ARTICLE 2  DEFINITIONS................................................................. 3
ARTICLE 3  JOINT JOB EVALUATION COMMITTEE (JJEC) ...................... 5
ARTICLE 4  MANDATE OF THE JOINT JOB EVALUATION COMMITTEE ........ 6
ARTICLE 5  EVALUATION PROCESS.................................................... 6
ARTICLE 6  JOB EVALUATION MAINTENANCE....................................... 8
ARTICLE 7  APPEAL PROCESS .......................................................... 9
ARTICLE 8  SETTLEMENT OF DISAGREEMENT WITHIN THE COMMITTEE .......... 10
ARTICLE 9  APPLYING THE RATING TO THE SALARY RANGES ................. 10
ARTICLE 10 CONCLUSION AND IMPLEMENTATION............................. 11
APPENDIX A – JOB DESCRIPTION GLOSSARY OF TERMS . ERROR! BOOKMARK NOT DEFINED.
APPENDIX B – JOB EVALUATION RATIONALE FORM ............................. 14
APPENDIX C – JOB EVALUATION FORM ............................................. 16
APPENDIX D – FACTOR WEIGHTS ....................................................... 17
APPENDIX E – PAY BAND – POINT DISTRIBUTIONS ............................. 18
Article 1  Introduction

1.1 As part of the Collective Agreement between the Thompson Rivers University Board of Governors and the Canadian Union of Public Employees, Local 4879, a provision was made in Article 24 to establish a Job Evaluation Committee.

1.2 The purpose of this manual is to outline the procedures for the maintenance of the job evaluation program in accordance with the general objectives and principles set out in this agreement pertaining to a job evaluation program between the Parties.

1.3 To jointly maintain the job evaluation plan for all jobs within CUPE Local 4879.

1.4 Job Evaluation is the technique which determines the ratings of the jobs being performed. It evaluates the job functions using a point system. The process involves the analysis and rating of jobs using the job description and a job information questionnaire against a rating scale.

Article 2  Definitions

The following definitions are to apply to the terms used within the Job Evaluation Manual and throughout the job evaluation program:

Collective agreement  The collective agreement currently in effect between the Thompson Rivers University and CUPE Local 4879.

Degree level  The actual measurement level within each subfactor.

Duty  Is made up of a number of tasks.

Factors  The four major criteria used to measure jobs are skill, effort, responsibility and working conditions.

Gender-neutral  Any practice or program which does not discriminate between men and women.

Incumbent  An employee assigned to a job.

Job  Is made up of a collection of duties and responsibilities.

Job analysis  The process of determining and recording the tasks and duties of a job and the required skill, effort, responsibility and working conditions involved in the performance of that job, through the use of questionnaires, interviews and workplace observation.

Job Evaluation Questionnaire  The tool used to collect and record job data which forms part of the job related documents.

Job description  The written description of a job, which includes a summary, and a listing of the major duties and responsibilities.

Job evaluation  A process which determines ratings of jobs in relation to each other; this rating is expressed in points.

Job Evaluation Plan  A measuring tool used to rate jobs. It contains subfactor definitions with corresponding degree levels and notes to raters.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Job Evaluation Committee</td>
<td>The Committee is made up of equal representatives from union and management and is responsible for the maintenance of the job evaluation program.</td>
</tr>
<tr>
<td>Maintenance</td>
<td>The ongoing upkeep of accurate job descriptions and job ratings based on the Job Evaluation Plan.</td>
</tr>
<tr>
<td>New job</td>
<td>A job which is added to the workforce that is sufficiently different from work currently being performed in the workplace that it cannot be assigned to an existing job.</td>
</tr>
<tr>
<td>Pay grade</td>
<td>A designated salary range within the salary schedule including increments, if any.</td>
</tr>
<tr>
<td>Points</td>
<td>The numerical expression assigned to each degree level within each subfactor.</td>
</tr>
<tr>
<td>Position</td>
<td>Is a collection of duties and responsibilities assigned to one person.</td>
</tr>
<tr>
<td>Rating</td>
<td>The process of relating the facts contained in the job documents to the job evaluation plan and selecting the factor degree levels judged to be appropriate.</td>
</tr>
<tr>
<td>Rating sheet</td>
<td>Records the facts and rationale for the degree levels assigned to each subfactor for each job.</td>
</tr>
<tr>
<td>Reclassification</td>
<td>A significant change in the skill, effort, responsibilities or working conditions of a job which may or may not affect its total point value or pay rate</td>
</tr>
<tr>
<td>Red-circled rate</td>
<td>The incumbent’s wage rate that is higher than the newly established wage rate.</td>
</tr>
<tr>
<td>Salary schedule</td>
<td>A listing of job titles, point bandings and pay grades.</td>
</tr>
<tr>
<td>Sore-thumbing</td>
<td>The process of making an objective comparison of a rating decision made by the committee to previous rating decisions of similar and/or related positions. Comparisons may be performed by subfactors and/or total points.</td>
</tr>
<tr>
<td>Subfactors</td>
<td>Are components of the four major factors.</td>
</tr>
<tr>
<td>Tasks</td>
<td>A unit of work activity that forms part of a duty; one of the operations that constitute a logical and necessary step in the performance of a duty.</td>
</tr>
<tr>
<td>Total points</td>
<td>The sum of all points allocated to each job for all subfactors determined in accordance with the job evaluation plan.</td>
</tr>
</tbody>
</table>
Article 3  Joint Job Evaluation Committee (JJEC)

3.1 The JJEC will have equal representation and participation from the parties consisting of three (3) members from CUPE 4879 and three (3) members from the administrative staff of Thompson Rivers University.

3.2 A minimum of two from each party to make a quorum.

3.3 Each party will select a Co-Chair from among its membership on an annual basis.

3.4 The Co-Chairs are responsible for ensuring:
   a) The chairing of the Committee meetings.
   b) Review of the priority of matters to be acted upon by the Committee.

3.5 The employer will provide administrative support to the Committee. The person performing these functions will not be a member of the Committee. These services will include:
   a) The distribution of all Committee correspondence to the Committee.
   b) The scheduling of Committee meetings which include notification of appropriate supervisors for Committee members’ attendance.
   c) The preparation and distribution of meeting agendas and JE packages normally seven (7) days and no later than forty-eight (48) hours prior to the meeting.
   d) The preparation and distribution of minutes.
   e) The preparation and distribution of Committee documents.

3.6 The union Committee members and any alternates appointed by the union will be granted leave of absence with pay and without loss of seniority for periods of time spent working on the committee as per Article 22(b) of the Collective Agreement.

3.7 These members will continue to have all rights and privileges of the collective agreement including access to the grievance procedure, promotional opportunities and salary increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of their present position.

3.8 Routine business decisions of the Committee will be made by a simple majority. Job rating decisions will require a unanimous decision of the full Committee and will be final and binding on the parties, subject to the appeal procedure set out in Article VII.

3.9 The Committee will meet as necessary at a mutually agreed upon time and place. Each member will receive notice along with the agenda for the meeting normally within seven (7) days and no later than forty-eight (48) hours prior to the meeting. Either party may call a meeting by giving written notice and this meeting will take place within seven (7) working days of the delivery of the notice to the other party’s co-chairperson.

3.10 Either party to the agreement may engage advisors to assist its representatives on the Job Evaluation Committee. Any such advisor will be entitled to voice but not to vote and will not be considered to be a member of the Committee.
Committee members will be excused from rating their own job, the position of a direct subordinate, or any position where the rating of that job may place them in a real or perceived conflict of interest situation.

Article 4  Mandate of the Joint Job Evaluation Committee (JJEC)

4.1 The JJEC will maintain the Job Evaluation Program by:

a. Evaluating all jobs using the Job Evaluation Plan. The JJEC will measure the job as it currently exists. It does not measure a job as it may change in the future.

b. Reviewing and confirming established job descriptions and/or rankings, in consultation with supervisors and employees. The JJEC will not subsequently alter the duties or qualifications of a job description without consultation and agreement with the supervisor.

c. Processing appeals, as outlined in the Appeals Procedures, Article VII.

d. May recommend any changes to the Job Evaluation Manual, Job Evaluation Plan and the job evaluation process to the Director, Human Resources and to the President CUPE 4879. All recommendations are subject to negotiation and ratification between CUPE 4879 and TRU. The JJEC will meet annually to review the manual, the plan and all job evaluation processes.

e. Documenting decision criteria and precedents on an on-going basis for future Committee reference. One copy to be retained by the union, one copy retained and accessible to both parties.

4.2 In the event that the Committee identifies a situation not covered by the above responsibilities and which may have an impact on the job evaluation process, it will refer the matter to the Parties.

Article 5  Evaluation Process

5.1 The agreed upon Job Evaluation Plan will be used to evaluate and rate all jobs according to the outlined point system.

5.2 Job Description

A job description includes job summary, duties and responsibilities, qualifications, skills and knowledge and working conditions. The description of specific duties will be brief to allow for minor changes in the methods used to complete tasks. The language used will be consistent with definitions in the glossary of terms.

In consultation with Human Resources the supervisor will:

a) Analyze existing and proposed jobs and prepare job descriptions in the approved format.

b) Submit the new job description or review form through their Dean/Director and the appropriate executive officer to the appropriate Human Resources Personnel, who, after review, will forward the job description to the JJEC.

5.3 The following general procedures will be used to rate all jobs:
Step 1

A Job Evaluation Questionnaire (JEQ) will be completed by the incumbent(s) and the supervisor. The completed questionnaire will be submitted to the Job Evaluation Committee along with the copy of the current job description. The questionnaire should detail any changes to the job resulting from new or changed circumstances in the job.

Step 2

The Job Evaluation Committee will review job descriptions according to the established format and will, if necessary, make editorial revisions. The Committee may, when deemed necessary, conduct interviews with incumbents and supervisors to clarify job description information.

The JJEC may recommend amendments to the job description, as deemed necessary by the Committee, from the response of the incumbent(s) and the supervisor. Revised job description will be submitted to the appropriate Human Resources Personnel for review as per Article 5.2.

Step 3

The job will be rated based on the job description in accordance with the Job Evaluation Plan. The Committee will also use information obtained from the completed questionnaire and, if required interview the incumbent(s) and/or supervisor or visit the workplace.

Step 4

When the Committee has completed rating the job, it will provide the supervisor and the incumbent(s) with a copy of the job description and Job Evaluation Rationale Form (Appendix B).

A permanent record containing all information, including the finalized job description, will be established for each job and retained in the Human Resources Division, accessible by both parties.

5.4 When rating jobs using the Job Evaluation Plan, the following general rules will apply:

a) It is the content of the job, and not the performance of the incumbent(s), that is being rated.
b) Jobs are evaluated without regard to existing wage rates.
c) Jobs are rated at the appropriate degree level in each subfactor by comparing the specific requirements of the job to the subfactor definition and the description of each degree level.
d) The job analysis and rating of each job will be relative to and consistent with the job descriptions and ratings of all other jobs rated under the plan.
e) No interpolation of subfactor degrees (i.e. mid-points) is permitted.
f) The factors and subfactors must have an impact on all jobs being rated.
g) Rating decisions will include a sore-thumbing process to ensure consistency in Committee decisions.
6.1 Maintenance

It is important that the parties maintain accurate job descriptions and job ratings on an on-going basis. Failure to do so will serve to damage the integrity of the program. It is the intention of the parties to periodically review jobs upon request and to complete a review of all jobs within five (5) years. The initial review will commence following the complete implementation of the Joint Job Evaluation Program. The Co-chairs will determine the maintenance schedule.

6.2 Job Evaluation Procedure for New Jobs

Whenever the employer establishes a new job, the following procedures will apply:

a) The employer will prepare a draft job description as per Article 5.2.

b) The Job Evaluation Committee will meet and establish a temporary pay grade for the job, based on the draft job description. Where the Job Evaluation Committee cannot meet or reach agreement on setting a temporary pay grade within ten (10) working days then the employer will establish a temporary pay grade for the job.

c) The job will be posted and any person appointed to the job will be paid the temporary pay grade.

d) Five (5) months after appointment to the job, Human Resources will notify and send the incumbent(s) and the supervisor a Job Evaluation Questionnaire. The questionnaire must be submitted by the incumbent(s) and the supervisor within sixty (60) calendar days along with the draft job description to the Job Evaluation Committee. The Job Evaluation Committee will review the job description and rate the job according to the procedure set out in Article 5.

e) The Co-chairs of the JJEC will inform the union, Human Resources, the incumbent(s) and supervisor of its decision using the Job Evaluation Rationale Form (Appendix B) of the results of all job evaluations within ten (10) working days of the position rating. The rating of the job will determine the pay grade for the job.

f) If the pay grade increases as a result of the six-month review, such increase will be paid to each incumbent effective the date of his/her appointment to the job. In the event that the pay grade of the job decreases as the result of this six-month re-examination of the job, the incumbent will receive full red-circling protection for the duration of his or her tenure in the job.

6.3 Evaluation Procedure for Current and Changed Jobs

Whenever the supervisor/employer changes the duties and responsibilities of a job or the incumbent(s)/union feel that the duties and responsibilities of a job have been changed or that the job description does not reflect the duties and responsibilities of the job, the following procedures will be followed:

a) The incumbent(s)/union or the supervisor/employer may request a job evaluation review by completing and submitting a Job Evaluation Form (Appendix C).

b) Upon receipt of a completed Job Evaluation Form, the Job Evaluation Committee will proceed to gather accurate, up-to-date information on the job in accordance with Article 5. The gathering of information will involve requesting the incumbent(s) and supervisor to complete an up-to-date Job Evaluation Questionnaire along with revisions.
to the job description. Where further information is required, interviews will be held with incumbents and/or supervisors and/or visits to the workplace. Based on this information, the committee may recommend updates to the job description and as per the procedures of Article 5.3.

c) Where the job description has been changed, the Committee will meet to rate each subfactor of the job, and to establish a new rating for the job.

d) The Co-chairs of the JJEC will inform the union, Human Resources, the incumbent(s) and supervisor of its decision using the Job Evaluation Rationale Form (Appendix B) of the results of all job evaluations within ten (10) working days of the position rating. The rating of the job will determine the pay grade for the job.

e) If the pay grade increases as a result of the review, such increase will be paid to each incumbent effective the date the Job Evaluation Form (Appendix C) was received by Human Resources. In the event that the pay grade of the job decreases as the result of this six-month re-examination of the job, the incumbent will receive full red-circling protection for the duration of his or her tenure in the job.

6.4 Redundant Jobs

Supervisors will apprise Human Resources of redundant positions as decided by Divisional management. Human Resources will subsequently inform the JJEC of such decisions.

Article 7 Appeal Process

7.1 The appeal process allows an employee and/or supervisor to express disagreement with the decision of the JJEC.

7.2 Within thirty (30) calendar days of receipt of the Job Evaluation Rationale Form (Appendix B) a Job Evaluation Form (Appendix C) stating the reason(s) for disagreeing with the decision will be submitted to the JJEC.

7.3 The JJEC will meet with or without the incumbent / supervisor to consider the appeal request.

7.4 The Co-chairs of the JJEC using a Job Evaluation Rationale Form (Appendix B) will inform Human Resources, the union, the incumbent(s) and the supervisor within ten (10) working days of the date of the appeal meeting.

7.5 If an employee and/or supervisor are not in agreement with the Appeal Decision of the JJEC they may refer the matter to the Director of Human Resources and the President of the Union (or designates) for appeal within thirty (30) calendar days of receipt of the Job Evaluation Rationale Form (Appendix B). The employee and/or supervisor will send a letter explaining why they disagree with the Appeal Decision.

7.6 During this stage of the Appeal process the Director of Human Resources and the President of the Union (or designates) will:

a) Consult the Co-chairs of the JJEC.

b) Make decisions consistent with the terms of this Maintenance Manual and the Job Evaluation Plan.
c) Inform the JJEC, the incumbent(s) and the supervisor within ten (10) working days of their decision.

7.7 When the Director of Human Resources and the President of the Union have come to a mutual agreement such decision is final and binding upon the Parties and all employees affected.

7.8 At any given time each party may designate an advisor to assist in reaching a decision.

7.9 In the event the Director of Human Resources and the President of the Union are unable to reach agreement after consulting Advisors either Party may refer the matter to arbitration as per Article 8.3 and 8.4 below.

7.10 If the pay grade changes as a result of the Appeal then New Jobs Article 6.2 (f) will come into effect and Current and Changed Jobs Article 6.3 (e) will come into effect.

Article 8 Settlement of Disagreement within the Committee

8.1 In the event the Joint Job Evaluation Committee is unable to reach agreement on any matter relating to the interpretation, application or administration of the Joint Job Evaluation Program, the Co-chairs of the Committee will ask, within ten (10) working days, the Director of Human Resources and the President of the Union (or designate) to meet with the Committee and attempt to assist in reaching a decision.

8.2 Either party may, by written notice to the other party, refer the dispute to arbitration as per Article 12 of the Collective Agreement and the Memorandum of Agreement on Joint Job Evaluation and Agreement.

8.3 The arbitrator will decide the matter upon which the job evaluation committee has been unable to agree and his/her decision will be final and binding on the job evaluation committee, the employer, the union and all affected employees.

Article 9 Applying the Rating to the Salary Ranges

9.1 Job ratings serve to:

a) Group jobs having relatively equivalent point values (this is commonly referred to as banding).

b) Provide the basis upon which wage rate relationships between jobs are established.

c) Measure changes in job content.

d) Assign jobs into their proper pay grade in the salary schedule.

9.2 The total point allocation will be used to determine the salary range for the jobs. Salary ranges are negotiated by the parties and provided in the Collective Agreement.

9.3 If a job is rated at a pay grade with a salary range higher than the current wage rate for the job, the incumbent’s rate of pay will be adjusted to the higher pay grade on the new salary schedule, retroactive to the date the Job Evaluation Form (Appendix C) was submitted.
9.4 If a job is rated at a pay grade with a salary range lower than the current wage rate for the job, all incumbents of such jobs will be identified as “red-circled”.

9.5 No incumbent will have their wages reduced following the re-evaluation of their job and the establishment of a new wage structure.

Article 10 Conclusion and Implementation

10.1 The Job Evaluation Committee will report its recommendations for changes to the Job Evaluation Plan or to the Maintenance Manual to the parties for ratification.

10.2 The time limits contained in this Maintenance Agreement may be extended only by mutual agreement of the parties.

10.3 This Job Evaluation Maintenance Manual, the Job Evaluation Plan and any other documents as agreed to by the Parties will be deemed to be included in the Collective Agreement, effective the date of signing of the Maintenance Manual and Job Evaluation Plan.
Appendix A – Job Description Glossary of Terms

ACTS AS The incumbent’s job includes, on a regular basis, performing all the responsibilities of another job

ANALYSES To study and evaluate

ADMINISTRATIVE SUPPORT May include but is not restricted to:
- handling and responding to sensitive information
- researching and compiling reports
- responsibility for daily operation of the divisional office
- prioritizing and handling correspondence

ARRANGES To prepare or plan for

ASSESSES To evaluate information against established criteria

ASSISTS To help another employee in the completion of a task or to help clients in the completion of forms or the operation of equipment

CHECKS To ensure correctness of tasks

CLERICAL SERVICES/ SUPPORT May include but is not restricted to:
- data entry
- record keeping
- maintaining filing systems
- processing forms and documents
- accounting functions
- compiling reports

CLUSTER An academic grouping or department

COLLABORATION The action of working with someone to produce or create something

COMPILES To assemble information from a variety of sources and put together in an orderly form

COORDINATES a) To plan and organize activities, events or functions
b) To plan and organize the work of employees

DESIGN To create; to plan and carry out

DISTRIBUTES To give out

ESTABLISHES To set up and implement

FILES A manual or electronic record

FILING SYSTEMS A collection of files or records

GENERATES Using an established program or procedure to produce a report or document

LIAISON To provide a link between two or more parties

MAINTAIN a) To assume responsibility for
b) To keep in working order

MAY To perform a function on an infrequent basis

MONITOR To check the progress of

PERFORMS To carry out an action
PREPARES
a) To put together
b) To make ready

PROCESSES To move tasks along within a defined procedure

PROVIDES To supply support, services or goods

PROVIDES TRAINING To familiarize with use of equipment, processes or procedures

RECEPTIONIST SERVICES May include but is not restricted to:
• responding to telephone and counter inquiries
• making appointments
• recording messages

RECOMMENDS To suggest

RESEARCHES To investigate

REPLIES/RESPONDS To answer in verbal or written form

RELIEVES To assume some, but not all, of the duties of another job on a short term or irregular basis

REVIEWS To examine or inspect

SCHEDULES To arrange for a specific time

SECRETARIAL SUPPORT May include but not restricted to:
• composing and typing of correspondence
• making travel arrangements
• scheduling appointments and arranging meetings
• preparing documents and/or manuals
• attending meetings and preparing minutes

TASK A single function

VERIFY To examine for correctness, identify errors and take corrective action

WORK A combination of tasks
This is to advise the rating for the job to which you have been appointed is as follows:

<table>
<thead>
<tr>
<th>Subfactor</th>
<th>Definition/Rationale</th>
<th>Degree</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Measures the amount of theoretical knowledge, specific education and specialized training which is required for learning and performing the job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>Measures the amount of practical experience required to be able to perform the job duties.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concentration</td>
<td>Measures the period of time wherein mental and/or visual attentiveness is required on the job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Effort</td>
<td>Measures the physical activity by the type and duration required to perform the duties.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dexterity</td>
<td>Measures the level of dexterity required by the job. Manual dexterity is determined by considering the elements of speed and coordination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subfactor</td>
<td>Definition/Rationale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment &amp; Decision Making</td>
<td>Measures the level of judgment and difficulty of decisions the incumbent is required to make.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountability/Impact of Decisions</td>
<td>Measures the possibility for and effect of errors. The impact of actions is measured in the loss of time or resources and the effect on public image.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication &amp; Contacts</td>
<td>Measures the extent to which contacts are a part of the job and the amount of responsibility required in dealing with the contacts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination/Supervision of Others</td>
<td>Measures the extent to which an employee is required to coordinate the work of others such as students and/or employees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Conditions</td>
<td>Measures the type and frequency of undesirable conditions under which an employee is required to carry out the job duties</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** APPEAL: If the incumbent(s) and/or the supervisor disagree with the decision of the Joint Job Evaluation Committee, you may request an appeal by completing a Job Evaluation Form (Appendix C) and submitting it to the Job Evaluation Committee within thirty (30) days of receipt of this document. Reason for disagreement must be included in the Job Evaluation Form.

Date: _____________________________   Pay Band: ________________________

Points: ____________________________   Co-Chair Initials ________________
## JOB EVALUATION FORM

<table>
<thead>
<tr>
<th>REASON FOR REQUEST:</th>
<th>INSTRUCTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECONSIDERATION</strong></td>
<td></td>
</tr>
<tr>
<td>[ ] Six-month review of new job</td>
<td>Attach completed job evaluation questionnaire and job description</td>
</tr>
<tr>
<td>[ ] Job Review</td>
<td>Attach draft job description</td>
</tr>
<tr>
<td>[ ] Employer initiated job changes</td>
<td></td>
</tr>
<tr>
<td><strong>APPEAL</strong></td>
<td></td>
</tr>
<tr>
<td>[ ] Disagree with rating</td>
<td>Attach appropriate sections of Job Evaluation Questionnaire and job description</td>
</tr>
</tbody>
</table>

## EXPLANATION OF REASON FOR REVIEW:

<table>
<thead>
<tr>
<th>REQUEST INITIATED BY:</th>
<th>Incumbent(s)</th>
<th>Supervisor</th>
<th>Employer</th>
<th>Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Send original to job evaluation committee via Human Resources. Copies forwarded to:

- [ ] Incumbent(s)
- [ ] Supervisor
- [ ] Union
## Appendix D – Factor Weights

### FACTOR WEIGHTS

#### Degree Levels

<table>
<thead>
<tr>
<th>Factors</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Education</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
<td>120</td>
<td>135</td>
<td>150</td>
</tr>
<tr>
<td>2. Experience</td>
<td>14</td>
<td>28</td>
<td>42</td>
<td>56</td>
<td>70</td>
<td>84</td>
<td>98</td>
<td>112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Concentration</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Physical Effort</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Dexterity</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Judgment &amp; Decision Making</td>
<td>14</td>
<td>28</td>
<td>42</td>
<td>56</td>
<td>70</td>
<td>84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Accountability/Impact of Decisions</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Communication and Contacts</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Coordination/Supervision of Others</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td>60</td>
<td>70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Working Conditions</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Band</td>
<td>Point Range</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>101 - 140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>141 - 180</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>181 - 220</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>221 - 260</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>261 - 300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>301 - 340</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>341 - 380</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>381 - 420</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>421 - 460</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>461 - 500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>501 - 540</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>541 - 580</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>581 - 620</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>