Operating & Trust Support Staff

Job Evaluation and Re-Evaluation

- Job Evaluation is about setting the relative grade level of jobs within the University.
- Job Evaluation is not about individual performance, work volume, incumbent qualifications or market competitiveness.
- If a job requires that the employee access work from home via the internet on an ongoing basis, have a professional accreditation or speak a second language, these requirements must be reflected in the Job Fact Sheet. Please refer to the Home Internet Allowance for Support Staff Procedure, Payment of professional Accreditation for Support Staff procedures and Article 10.1 – Operating and Article 17.01 – Trust for further information.

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<th>Employee Type</th>
<th>Job Fact Sheet</th>
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| Casual 1 & 2                      | A Job Fact Sheet is not required, however, an outline of the duties as a minimum is recommended. | • An evaluation by Job and Organizational Design (JOD) is not required.  
• A Pay Grade must be assigned by the department.  
• Support Staff Benchmarks can help departments set appropriate Pay Grade; JOD can also assist.                                                                                                                       |
| Auxiliary (more than 12 months)   | A Job Fact Sheet is required.  
A Triage Page is recommended – it provides more information and expedites the process.  
The evaluation process begins once JOD receives signed documentation.  
Please submit to hrjod@ualberta.ca in pdf format | Vacant or New Positions  
• The department sends a new or updated Job Fact Sheet to JOD for evaluation.  
• The supervisor may be contacted for further information or clarification.  
• An evaluation is completed and the results are sent to the department.  
• The JOD Consultant completes the evaluation and forwards the resulting Pay Grade to the department.  
• The department initiates the recruitment process.  
Encumbered Positions  
• The department completes a Job Fact Sheet with feedback from the employee and sends it to JOD for evaluation.  
• If there have been significant changes, the employee has the option to meet with a JOD Consultant to discuss the position.  
The JOD Consultant discusses the position with the supervisor(s).  
• The JOD Consultant completes the evaluation and forwards the resulting Pay Grade to the department, and the employee.                                                                                           |
| Regular                           |                                                                                |                                                                                                                                                                                                                                                                                                                                                       |

If the evaluation results in a change in Pay Grade, the following applies:

- Re-evaluation to a Higher Pay Grade  
  • The employee is placed on the step that is no less that one full increment above current pay or the minimum of the new pay grade, whichever is greater.  
  • The employee’s Review Date is not affected by a re-evaluation.  
  • Normally, the effective date is the date the employee and supervisor signed the Job Fact Sheet, unless otherwise indicated.  
  • Employees in Trades jobs listed in Appendix A – Common Provisions maintain their Step in the new Pay Grade.

- Re-evaluation to a Lower Pay Grade  
  • When a position is re-evaluated to a lower grade level and the incumbent’s base pay is below the maximum for the new pay grade, s/he will be placed on the step level nearest but not lower than his/her current base pay.  
The incumbent will be eligible for performance increments on the new pay grade, as appropriate, and the performance review period will remain unchanged.  
  • If the employee’s pay is at or above the maximum for the re-evaluated position, the base pay will remain unchanged (red-circled), and s/he will not be eligible for increments until such time that his/her base pay falls within the salary range of the grade of the re-evaluated position. However, his /her base pay will be adjusted to reflect negotiated salary adjustments.