

Classification - Job Evaluation

What is it all about?

What is Job Evaluation?

The purpose of Job Evaluation is to establish relative job worth rankings of jobs within an organization for pay determination purposes. It utilizes a systematic and detailed process of analysis and valuing of the job content.

Aiken Plan Factors

Every job is evaluated based on the same nine factors. The Aiken manual identifies grades within each factor and provides guidelines and explanations for their proper use. The nine factors include:

1. **Complexity-Judgment**--evaluates the decision-making aspects of the position. Complexity refers to the variety and relative difficulty of the material or information upon which decisions are based. Judgment refers to the use of knowledge and experience in making the decisions.

2. **Education**--is the basic level of formalized knowledge required to satisfactorily fill the position. Such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities. It does not consider the education level of the incumbent.

3. **Work experience**--measures the length of time required to learn under instruction or guidance, the specific essential techniques and skills the job calls for. It considers both the prior experience and the learning time required upon appointment to the position.

The recruitment standard, for education and experience, is determined by the employer based on established standards for similar positions in the university.

4. **Independence of action**--reflects the amount of direction and control received from either personal supervision or standard practices and precedents. It also considers ingenuity, creativity and original thought required in the job. It reflects the organizational reporting structure and duties assigned not the experience or personal initiative of the incumbent.

5. **Results of errors**--considers the extent of losses to the organization. Result of errors does not measure the impact of incompetence. Rather, it is the measurement of the impact of errors that a competent person may experience. Such losses may result from mistakes occasioned by insufficiently considered decision or judgment. Only in lower level positions is consideration given to carelessness. Result of errors is also used to evaluate responsibility for the safety of others.

6. **Contacts**--refers to the relative importance to the enterprise of necessary personal relationships of the position holder to others. The contacts can be internal to the organization and external. The nature and frequency of the contact is considered.

7. **Supervision** is made up of two factors:

Character--considers the degree, kind and intricacies of supervisory responsibility. Such responsibilities may involve functional direction as in "line" positions or advisory responsibilities as in "staff" relationships. Character of Supervision does not consider incidental tasks such as sitting on a selection committee or providing orientation to new colleagues.

Scope--appraises the size of the direct line of responsibilities measured in total number of persons supervised.

8. **Physical/Mental demands**--considers the degree and severity of exertion associated with the position. It covers physical effort, visual attention or concentration required by the job.

9. **Working conditions**--evaluates the disagreeableness of the job environment from the employee's standpoint. It includes the degree of health hazard and any aspects of necessary travel occasioned by the job. It does not consider differences in building structure, age or office space, etc., but rather the conditions related to the performance of the work itself.

Frequently Asked Questions

When can I review and submit my position for evaluation?

Employees may submit requests for review semi-annually by June 30th and December 31st respectively. Employees must submit their completed and signed Job Fact Sheet to their Department Head at least **30 calendar days in advance** of the semi-annual deadline.

Who can access information on my position?

Job Fact Sheets are the documents of the University, not of the individual. Directors, supervisors and employees who currently occupy the position on a permanent basis or terms of more than one year may obtain the position specific information. Deans and Directors will be provided with rating information on the positions in their respective units. Release of the information to individual employees will occur through Human Resources, who will provide the information including the Job Fact Sheet through the Department Head.

How do I access my rating information?

To request your job evaluation rating information please send an email to Virginia Wickstrom, Manager, Human Resources, vwickstrom@upei.ca

What are ratings?

Ratings refer to the numeric grades assigned to each position on each of the Aiken Plan factors.

How is the point total determined?

The point total is calculated by adding up the points associated with each rating assigned to the Aiken Plan factors.

How is the Band Level determined?

There are 11 Band Levels in the CUPE 1870 Collective Agreement with incremental point ranges. The lower Band Levels, have a narrower point range to reflect the minimal change in job content required to move to a higher Band Level. For example CUPE 1870, Band Level 1 point range is 80 to 99 points, a 19 point spread. Band Level 11 has a point range of 320 to 349 points, a 29 point spread.

What are the Benchmark rating?

Benchmark ratings are the ratings created by comparison to one or more representative positions doing similar types of work.

What information will I receive when I request my points and Job Fact Sheet?

Employees will receive the most recent factors assigned to their position on each of the Aiken Plan factors and a copy of the most current Job Fact Sheet that was evaluated.

Can I receive rating information on other classified positions?

No.

Is access to job evaluation optional?

Yes employees may obtain job evaluation information on their position. The Department of Human Resources will **only** forward the rating information upon receipt of an email request from the employee.

A Department Head may request that a position be evaluated if the duties have changed substantially.

Will I be advised if my position ratings resulted in a higher Band Level?

Yes. Employees will be advised in writing upon the conclusion of the Job Evaluation review process.

I feel that my job has significantly changed since the last Job Fact Sheet was submitted. What should I do?

If an employee's job has changed significantly, and the duties are permanently assigned, he/she should request a copy of the current Job Fact Sheet and review it. Changes should be noted, discussed and confirmed by the Supervisor, then submitted according to the semi-annual time lines in the Collective Agreement.

Are the job evaluation review results appealable?

Yes the results are appealable:

- 1) within thirty (30) calendar days from receipt of written notification of the results.
- 2) by completing the "Request for Job Evaluation Appeal" form, as opposed to writing a letter; (Forms Section of the Human Resources web site)
- 3) keeping in mind that the appeal shall **not** be submitted based on new information.
- 4) the appellant must identify the Aiken Plan factor(s) he/she is appealing, the rating requested and the reason for the rating requested;

Please refer to section 23.09 to 23.17 inclusive of CUPE 1870 Collective Agreement - April 30, 2016 for full details.

Employees with further questions can contact Virginia Wickstrom, Manager, Human Resources, 902-566-0982.