



## Job Evaluation - Non-Union

**Category:** Human Resources;

**Jurisdiction:** Human Resources;

**Approval Authority:** Executive Team;

**Established on:** September 4, 2018;

**Amendments:** None.

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### Purpose

Lakehead University commits to providing a consistent and equitable job evaluation process for all non-union/management positions (“positions”). These positions will be evaluated by the Job Evaluation Committee (“Committee”) using the agreed to job evaluation system. This policy shall apply to non-union and non-executive management positions, with the exclusion of Technician roles, which are evaluated separate and apart from this policy.

The Committee will be comprised of non-union members representing a cross-sectional population of the University. The Committee is dedicated to considering equity in its deliberations and composition. Committee composition and appointment of members will be determined by the Associate Vice President (Human Resources).

Committee members shall not be involved in evaluating their own positions, positions reporting directly to them, or positions they report directly to.

### Procedure

Positions evaluated by the Committee will be placed on the appropriate level of the non-union salary bands based on the evaluation results. Jobs will be evaluated by the Committee if they are new, have not previously been evaluated, or if they have significantly changed.

**Changed Jobs:** Job evaluations will be reviewed by the Committee only if there have been significant changes to the content and/or structure of the position.

**New Jobs:** Positions not previously evaluated through the current job evaluation system shall be evaluated upon submission from the supervisor, or at the time it becomes vacant. New positions shall be evaluated through the following process:

1. Approval process completed regarding new position as per policy: Recruitment, Selection, Hiring (Non-Academic)
2. Job fact sheet completed by supervisor
3. Job evaluation completed based on the job fact sheet
4. Proposed salary and benefits communicated by Human Resources
5. Recruitment Process commences

**Appeal Process:** Should the supervisor and employee disagree with Committee's evaluation, the supervisor can submit a written request for appeal to Human Resources within thirty (30) calendar days from receipt of the evaluation results. Upon receipt of the written request, a review meeting of a job rating shall be conducted in a timely manner. The Associate Vice President (Human Resources), in consultation with the supervisor, will determine if the threshold requirement for re-evaluation has been demonstrated.

## Review

This policy shall be reviewed every three years by the Associate Vice-President (Human Resources).

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**Review Period:** 3 years;

**Date for Next Review:** 2020-2021;

**Related Policies and Procedures:** To be determined;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please

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contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).