

***Provincial Out-of-Scope
Job Evaluation Maintenance Plan***

“Equal Pay for Work of Equal Value and Pay Equity”

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Saskatchewan health sector employers are committed to the principle of equal pay for work of equal value and job evaluations. The employers mutually commit to the following Job Evaluation Maintenance Plan as governed by the Provincial Policy Framework on “Equal Pay for Work of Equal Value and Pay Equity”.

DEFINITIONS

Benchmark examples means practical examples of work that provide standards for how the level definitions within each job evaluation rating are to be interpreted and applied.

Consensus means agreement of all Provincial Out-of-Scope Job Evaluation Committee (POOSJEC) members present, at least to the point of being able to live with the decision. A group has reached a consensus decision when each member can honestly say (s)he has been heard and supports the decision because it was arrived at openly and fairly.

Employee means an individual in an out-of-scope position.

Employers mean Saskatchewan Health Authority, Saskatchewan Cancer Agency (SCA), Affiliates, Saskatchewan Association of Healthcare Organizations (SAHO) and 3sHealth.

Equal or comparable value means a range of points within a point rating job evaluation plan that is determined to be worth the same maximum hourly rate of pay.

Equal pay for work of equal value means jobs done by men and those done by women, in the same organization, receive the same pay when the jobs are determined to be of equal value. Equal value is determined by evaluating the composite of the skill, effort and responsibility required to perform the duties of the job and the conditions under which the work is performed.

Job Evaluation Maintenance Plan (referred to as “the Plan”) means the job evaluation plan, utilizing the Hay Group Job Evaluation Methodology (Hay Method).

Notes to raters means guidelines that are to be followed when evaluating.

1. PURPOSE

The purpose of Provincial Out-of-Scope Job Evaluation Maintenance Plan is:

- 1.1 To provide equitable non-discriminatory evaluation of positions;
- 1.2 To evaluate positions, not performance of incumbents;
- 1.3 To ensure compliance with Saskatchewan legislation and policies including the Provincial Policy Framework on “Equal Pay for Work of Equal Value and Pay Equity”.
- 1.4 To monitor future wage proposals and consider their impact on equitable compensation and wage relationships;
- 1.5 To maintain the job evaluation plan and ensure it is up-to-date and equitably applied.

2. PRINCIPLES AND VALUES

- 2.1 Equal pay for work of equal or comparable value
 - 2.1.1 Job evaluation ratings measure the criteria of skill, effort, responsibility and working conditions.

- 2.1.2 The ratings must be applicable to all out-of-scope positions in the organization in varying degrees and measure all aspects of work. Persons evaluating positions must be trained in bias awareness and proper application of the plan.
- 2.2 Employment Rights
- 2.2.1 Employees have a right to know what their duties and responsibilities are and what the corresponding payband is for that set of duties.
- 2.2.2 The employee has the right to be paid the appropriate pay band of their position.
- 2.2.3 The employer has the right to assign duties and responsibilities to ensure the mandate of the organization is achieved.
- 2.2.4 In the event of changes in duties and responsibilities the employee(s) has a right to know how their position is affected and the employer or the employee(s) have a right to request a position evaluation review in the event of significant changes.
- 2.2.5 The normal effective date of any changes to the evaluation of the position and the associated payband for that position, is the date that the Human Resources Department of the employer has validated the duties of the position.
- 2.3 The Right to Due Process
- 2.3.1 Appeal mechanisms shall exist to examine, substantiate, authenticate and adjudicate decisions and shall function in a manner that maintains the integrity of the job evaluation plan.
- 2.3.2 Bias is addressed through consistent Plan application, appropriate education of all POOSJEC members, removal of vested interest decision making, maintaining up-to-date benchmark examples and notes to raters, and through disclosure of rationale.
- 2.4 No Discrimination
- 2.4.1 In the application of the job evaluation plan, there is no discrimination in pay where a pay difference is the result of:
- A temporary training or development assignment which is equally available to male and female employees and leads to career advancement for those involved in the program, or assignment.
 - Any personnel practice where a job is downgraded and the incumbent retains a rate above the maximum of the newly assigned range.
 - A skills shortage that is causing a salary supplement in pay for an occupation because the employer is encountering difficulties in recruiting and/or retaining employees with the requisite skills.
- 2.5 Conflict of Interest
- 2.5.1 The POOSJEC members will exempt themselves from involvement in any decisions where the member could gain, or be perceived to gain, from their involvement in that decision. This may include participation in decisions on positions in their immediate work unit.
- 2.6 Training
- 2.6.1 The employer(s) will ensure that all the POOSJEC members complete a training program. This will include theory in job evaluation, bias awareness, equal pay principles and practical application of the ratings, notes to raters, and benchmark examples.

3. PROVINCIAL OUT-OF-SCOPE JOB EVALUATION COMMITTEE (POOSJEC)

3.1 Composition

3.1.1 The POOSJEC will be composed of three (3) SAHO and three (3) employer representatives, representing two (2) different employers. Two (2) employer representatives must be from the Saskatchewan Health Authority . The POOSJEC will meet as necessary at a mutually agreed to time and place. For the purpose of reaching consensus on any issue, at least four (4) POOSJEC members made up of at least two (2) employer and two (2) SAHO representatives must be present. Every effort will be made to achieve gender balance in selecting POOSJEC members.

3.2 Selection of Representatives

3.2.1 SAHO and Saskatchewan Health Authority will appoint their representatives to the POOSJEC. The remaining representative will be selected in consultation with the other employers who are participants to the plan.

3.3 Frequency of Meetings

3.3.1 The POOSJEC shall meet as necessary.

3.4 Decision Making

3.4.1 The POOSJEC shall reach their decisions on a consensus basis.

4. JOB EVALUATION MAINTENANCE PLAN PROCESS

4.1 SAHO's Classification and Job Evaluation Department will evaluate out-of-scope positions.

4.1.1 Employers may choose to either have SAHO evaluate their positions or to perform their own out-of-scope evaluations using the Hay Method evaluation tool if they have been trained in the use of the tool, including theory in job evaluation, bias awareness, equal pay principles and practical application of ratings, notes to raters, and benchmark examples.

4.2 Employers completing their own evaluations will forward their job descriptions and evaluations to SAHO's Classification and Job Evaluation Department to review in order to ensure provincial consistency.

4.2.1 If necessary, SAHO will confer with the employer to ensure proper application of the Hay Method evaluation tool and to ensure that evaluations are consistent with like positions within the employers in order to maintain equal pay principles. If there is still a difference in the proposed evaluation ratings, the employer will implement the decision of SAHO, or if appealed, the decision of POOSJEC.

4.3 The request for a position evaluation may be initiated, in writing, by completing the *Out-of-Scope Job Evaluation Maintenance Request Form* (see Appendix B), and providing a current Position Description and organization chart. This request may be initiated by an employee/employer (e.g., designated official) when:

- a new position with unique duties or responsibilities is created; or
- the duties and responsibilities have changed significantly since the position was last evaluated.

4.4 The employer must ensure that appropriate justification is provided and verified as legitimate duties and responsibilities of the position assignment, and must ensure that the position description reflects the significant changes in the position description.

4.5 SAHO's Classification and Job Evaluation Department will meet to evaluate the position as soon as possible but no later than forty-five (45) working days after receiving the request unless mutually agreed otherwise with the employer.

- 4.6 SAHO's Classification and Job Evaluation Department must evaluate the position according to the information provided in the Position Description and organization charts. The position's total point value will determine the pay band.
- 4.7 SAHO's Classification and Job Evaluation Department is responsible to communicate the pay band placement decision to the employer's Human Resources Department. The Human Resources Department is then responsible to communicate the results to the employee.
- 4.8 If the employee or employer is not in agreement with the pay band placement, an appeal may be initiated.

5. MAINTENANCE APPEAL PROCESS (First Level and Second Level)

After receiving the results for a position, the employee and the employer should discuss the results for the position. If the employee or the employer disagrees with the results, an appeal may be initiated.

5.1 Appeal Phase (First Level)

Submitted to the SAHO Classification and Job Evaluation Department:

- 5.1.1 Notification of an appeal being requested must be provided to SAHO's Job Evaluation and Classification Department within twenty (20) working days of the employer receiving the results. The request must be submitted in writing (email).
- 5.1.2 Requests for appeals must be sent by the employer Human Resources Department to SAHO's Job Evaluation and Classification Department.
The appeal must include evidence or additional information outlining the rationale for the appeal.
 - SAHO's Classification and Job Evaluation Department will validate that the information provided by the employer or the employee is accurate and if necessary gain clarity regarding the appeal information. If required, additional information may be requested.
- 5.1.3 SAHO's Classification and Job Evaluation Department is responsible to communicate the results of the First Level appeal to the Human Resources Department of the employer. The Human Resources Department is then responsible to communicate the results to the employee.
- 5.1.4 The employee and/or the employer may choose to make a second level appeal. The Second Level (final) appeal phase is made to POOSJEC. The request must be submitted in writing (email).

5.2 Appeal Phase (Second Level)

Submitted to SAHO's Job Evaluation and Classification Department for review by the POOSJEC

- 5.2.1 Notification of an appeal being requested must be provided to SAHO's Job Evaluation and Classification Department within twenty (20) working days of the employer receiving the results of the First-Level appeal. The request must be submitted in writing (email).
- 5.2.2 Requests for "Second-Level" appeals must be submitted by the employer's Human Resources Department.
- 5.2.3 The POOSJEC will meet;
 - To validate that the information provided by the employer or the employee is accurate and if necessary gain clarity regarding the appeal information;

- To review all appeal information that has been provided by the employer in addition to any other information that they deem necessary;
- To make a consensus decision regarding the final results.

5.2.4 The POOSJEC has the authority to maintain the same rating, or rate higher or lower, consistent with this Maintenance Plan.

5.2.5 The POOSJEC will inform the Employer's Human Resources Department of the decision. The employer will advise the employee of the decision made by the POOSJEC.

5.2.6 The decision of the POOSJEC is final.

6. Supporting Documents

Appendix A - Out of Scope Job Evaluation Maintenance Request Checklist

Appendix B – Provincial Out of Scope Position Evaluation Maintenance Request Form

Approval date: October 19, 2017

Revision History:

Out of Scope Job Evaluation Maintenance Request Checklist

The following checklist will ensure a thorough and timely evaluation.

Role of:	Responsibilities
<p>Employee/ Out-of- Scope (OOS) Supervisor</p>	<p>Maintenance Request - Submission</p> <ol style="list-style-type: none"> 1. Maintenance Request Form to be submitted to the Employer HR Department. 2. Maintenance Request Form must indicate what significant changes have occurred in the position/department/organization that has resulted in a maintenance request for the position. 3. Review Maintenance Request Form for completeness and ensure that all required documentation is included (e.g. Maintenance Request Form, organization chart and Position Description). 4. Ensure documents are signed and dated. <p>1st Level Appeal</p> <ol style="list-style-type: none"> 1. If the employee/OOS Supervisor does not believe the results accurately reflect the position, they are to submit an appeal to their HR department. 2. This request for an appeal must be received by SAHO within twenty (20) days of receiving the evaluation decision. Appeals must be submitted in writing and should provide rationale for the appeal. <p>2nd Level Appeal</p> <ol style="list-style-type: none"> 1. If the employee/OOS Supervisor does not believe the results accurately reflect the position, they are to submit an appeal (second-level appeal) to their HR Department. This request for an appeal must be received by SAHO within twenty (20) days of receiving the evaluation decision. Appeals must be submitted in writing and should provide rationale for the appeal.
<p>Employer HR Dep't</p>	<p>Maintenance Request - Review</p> <ol style="list-style-type: none"> 1. Review the Maintenance Request Form with the OOS Supervisor to ensure that the duties/responsibilities of the new or changed position are understood. 2. Review Maintenance Request Form for completeness and ensure that all required documentation is included (e.g., Maintenance Request Form, organization chart and Position Description which includes the following dimensions). <ol style="list-style-type: none"> a. VP or equivalent budget and full time employees (FTEs). b. Immediate OOS supervisor of the position Budget and FTEs. c. This position Budget and FTEs. 3. Ensure that the dimension(s) on the Maintenance Request Form match the Position Description.

	<ol style="list-style-type: none"> 4. Provide Maintenance Requests for other positions if they have been impacted by the change of duties/responsibilities. 5. Forward to SAHO. <p>Note: If the position description of the immediate OOS supervisor of the position being submitted has significantly changed, or has not been evaluated within the past 5 years it must be submitted at the same time.</p> <p>1st Level Appeal</p> <ol style="list-style-type: none"> 1. As per the Provincial Out-of-Scope Job Evaluation Maintenance Plan, HR to communicate the results to the employee/OOS Supervisor. 2. If the employee or employer does not believe the results accurately reflect the position, HR to advise SAHO that an appeal will be submitted. 3. This request for an appeal must be received by SAHO within twenty (20) days of receiving the evaluation decision. Appeals must be submitted in writing and should provide rationale for the appeal. <p>2nd Level Appeal</p> <ol style="list-style-type: none"> 1. As per the Provincial Out-of-Scope Job Evaluation Maintenance Plan, HR to communicate the results to the Employee/OOS Supervisor. 2. If the employee or employer does not believe the results accurately reflect the position, HR to advise SAHO that an appeal will be submitted. 3. This request for an appeal must be received by SAHO within twenty (20) days of receiving the evaluation decision. Appeals must be submitted in writing and should provide rationale for the appeal.
<p>SAHO</p>	<p>Maintenance Request - Evaluation</p> <ol style="list-style-type: none"> 1. Review Maintenance Request Form for completeness. 2. Maintenance Request documentation is evaluated using the HAY tool. 3. If no further clarification is required a decision is provided to the employer HR Department 4. SAHO may/can request additional information prior to providing an evaluation. <p>1st Level Appeal</p> <ol style="list-style-type: none"> 1. Review the appeal for completeness and request additional information as required. 2. If no further clarification is required, complete first level review and provide evaluation decision to the employer HR Department. <p>2nd Level Appeal</p> <ol style="list-style-type: none"> 1. Review the appeal for completeness and request additional information as required. 2. If no further clarification is required, arrange for POOSJEC to review the evaluation and appeal documentation. 3. Provide evaluation decision to the Employer HR Department. 4. The POOSJEC decision is final.

Provincial Out-of-Scope Position Evaluation Maintenance Request Form

NOTE: Please complete this Form, along with a new or revised Position Description and Organizational Chart. Return all three documents to SAHO

NEW POSITION:

CHANGED POSITION:

(only used if **substantial** changes have occurred)

1) NEW POSITION EVALUATION REQUEST

Position Title: _____
Incumbent Name: _____
Indicate 'Vacant' if not currently filled
Work Phone No.: _____
Signature: _____ Date: _____

2) CHANGED POSITION EVALUATION REQUEST :

(Responsibilities either increased or decreased from time of last evaluation)

Date of most recent evaluation: _____
New Position Title: _____
Past Position Title: _____
Position Number: _____
Incumbent Name: _____
Indicate 'Vacant' if not currently filled
Work Phone No.: _____
Signature: _____ Date: _____

SUPERVISOR'S NAME:

Position Title: _____
Department: _____
Work Phone No.: _____
Signature: _____ Date: _____

HUMAN RESOURCES CONTACT:

Position Title: _____
Work Phone No.: _____
Signature: _____ Date: _____

NEW OR CHANGED POSITION EVALUATION REQUEST

EMPLOYEE SECTION:

ADDITIONAL RESPONSIBILITIES:

Note: Please list only new (e.g., different) responsibilities which did not exist at the time of the last evaluation of the job. Do not refer simply to increased volume of work in this section. In describing each new responsibility, it is important for you to state where this responsibility came from (e.g., from another position and, if so, which one) or if it is a completely new area of work that was not being done before elsewhere in the organization.

SOURCE(S) OF NEW/ADDITIONAL RESPONSIBILITIES:

DECREASED RESPONSIBILITIES:

Note: Please list those responsibilities which have significantly decreased in scope, depth, and/or related dimensions, or which have been removed/eliminated from the position. (Please note that delegating specific duties or responsibilities to a subordinate does not necessary result in “decreased” responsibilities for the supervisor, as long as ultimate responsibility is retained).

DESCRIBE HOW THESE RESPONSIBILITIES ARE HANDLED NOW?

OMISSIONS:

Note: Please describe briefly any responsibilities, contacts, dimensions, etc., which, in your opinion, were not adequately covered in the previous position description/Maintenance Request Form or which were omitted at the time.

NEW OR CHANGED POSITION EVALUATION REQUEST

SUPERVISOR SECTION:

RESPONSIBILITIES:

Note: *In describing new position responsibilities, it is important for you to state where the responsibilities came from (e.g., from another position and, if so, which one) or if it is a completely new area of work that was not being done before elsewhere in the organization.*

SOURCE(S) OF NEW RESPONSIBILITIES:

SUPERVISOR COMMENTS ON EMPLOYEE SECTION:

EMPLOYER/HUMAN RESOURCES SECTION:

Dimensions:

Total Organization Budget	
Total Organization Payroll	
Total Organization Employees	
Total Organization FTE's	

	FTE's	Budget
VP or equivalent		
Immediate supervisor of this position		
This position		