

## Provincial Out-of-Scope Job Evaluation Roles & Responsibilities of Maintenance Process

The following checklist will ensure a thorough and timely evaluation.

| Role of:                           | Responsibilities  |
|------------------------------------|---|
| <b>Employee/Employer</b>           | <p><b>Maintenance Request - Submission</b></p> <ol style="list-style-type: none"> <li>1. Maintenance Request Form to be submitted by your HR Department.</li> <li>2. Maintenance Request Form must indicate what significant changes have occurred in the department/organization that has resulted in a maintenance request for the job.</li> <li>3. Review Maintenance Request for completeness and ensure that all required documentation is included i.e. Maintenance Request Form, Organization chart and Job Description.</li> <li>4. Ensure documents are signed and dated.</li> </ol>   |
| <b>Employer HR Dep't</b>           | <p><b>Maintenance Request - Review</b></p> <ol style="list-style-type: none"> <li>1. Review the Maintenance Request with the Out-of-Scope Supervisor to ensure that the duties/responsibilities of the new or changed job are understood.</li> <li>2. Review Maintenance Request for completeness and ensure that all required documentation is included i.e. Maintenance Request Form, Organization chart and Job Description which includes the following dimensions.               <ol style="list-style-type: none"> <li>a. VP or equivalent Budget and FTEs.</li> <li>b. Immediate supervisor of the job Budget and FTEs.</li> <li>c. This job Budget and FTEs.</li> </ol> </li> <li>3. Ensure that the dimension(s) on the Maintenance Request Form match the Job Description</li> <li>4. Provide Maintenance Requests for other jobs if they have been impacted by the change of duties/responsibilities.</li> <li>5. Forward to SAHO.</li> </ol> <p><b>Note: If the immediate supervisor of the job being submitted has significantly changed or has not been evaluated for 5+ years it should be submitted at the same time.</b></p> |
| <b>SAHO</b>                        | <p><b>Maintenance Request - Evaluation</b></p> <ol style="list-style-type: none"> <li>1. Review Maintenance Request for completeness.</li> <li>2. Maintenance Request is evaluated using the HAY tool.</li> <li>3. If no further clarification is required a decision is provided.</li> <li>4. SAHO may/can request additional information prior to providing an evaluation.</li> </ol>   |
| <b>1<sup>st</sup> Level Appeal</b> | <p>As per section 7.1.3 of the Provincial Out-of-Scope Job Evaluation Maintenance Plan. HR to communicate the results as per HR practices.</p> <p>If the employer does not believe the pay band placement accurately reflects the job, HR submits an appeal to SAHO Classification and Job Evaluation Section. This request for an appeal must be received by SAHO within twenty (20) days of receiving the notification. Appeals must be submitted in writing and should provide rationale for the appeal.</p>   |
| <b>2<sup>nd</sup> Level Appeal</b> | <p>If you do not believe the pay band placement accurately reflects this job, you may appeal this evaluation (Second-Level Appeal) to the Provincial Out-of-Scope Job Evaluation Compensation Committee (POOSJEC). This request for an appeal must be received by SAHO within twenty (20) days of receiving the notification. Appeals must be submitted in writing and should provide rationale for the appeal.</p>   |