

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

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

***Maintenance Plan
for the
Provincial Out-of-Scope Job Evaluation Committee***

***Updated
July, 2014***

SAHO and the Employer members are committed to the principle of equal pay for work of equal value. The parties mutually commit to the following in relation to the maintenance of the equal pay for work of equal value job evaluation plan as governed by the Policy Framework on “Equal Pay for Work of Equal Value”.

SECTION 1 – PURPOSE

- 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 Policy Framework on “Equal Pay for Work of Equal Value”;
- 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.

SECTION 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 salary range is for that set of duties.
 - 2.2.2 The Employer has the right to assign duties and responsibilities to ensure the mandate of the organization is achieved.
 - 2.2.3 In the event of changes in duties and responsibilities, the Employee(s) has a right to know how their position is affected and the parties or the Employee(s) have a right to request a position evaluation review of such changes.
- 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 Provincial Out-of-Scope Job Evaluation Committee (hereafter referred to as the POOSJEC) members, removal of vested interest decision making, maintaining up-to-date benchmark examples and notes to raters, and through disclosure of rationale.

SECTION 3 – DEFINITIONS

Equal pay for work of equal value – 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.

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.

Job evaluation plan referred to as ‘the Plan’ – shall mean the job evaluation plan, utilizing the Hay Method, for out-of-scope Employees.

Employee – is defined as an out-of-scope person.

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

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

Consensus – shall mean agreement of all 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.

Parties – are defined as SAHO and the Employer members.

SECTION 4 – POLICY

4.1 No Discrimination

4.1.1 In the application of the new 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 inflation in pay for an occupation, because the Employer is encountering difficulties in recruiting and/or retaining Employees with the requisite skills.
- Changes or differences in job assignments.

4.2 Conflict of Interest

4.2.1 The POOSJEC members will exempt themselves from involvement in any decisions where the member could gain, or be perceived to have gained, from their involvement in that decision. This may include participation in decisions on positions in their immediate work unit.

4.3 Training

4.3.1 The parties 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.

SECTION 5 – PROVINCIAL OUT-OF-SCOPE JOB EVALUATION COMMITTEE (POOSJEC)

5.1 Composition

5.1.1 The POOSJEC will be composed of three (3) SAHO and three (3) Employer representatives, representing three (3) different Employers. The POOSJEC will meet as necessary at a mutually agreed upon 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 when selecting POOSJEC members.

5.2 Selection of Representatives

5.2.1 The Council of CEOs will recommend their representatives to SAHO for approval. SAHO will select their representatives for the POOSJEC.

5.3 Frequency of Meetings

5.3.1 The POOSJEC shall meet as necessary.

5.4 Consensus

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

SECTION 6 – JOB EVALUATION MAINTENANCE PLAN PROCESS

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

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. 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 at other provincial health Employers in order to maintain equal pay principles. Employers will implement the decision of SAHO, or if appealed, the decision of POOSJEC.

- 6.1 The request for a position evaluation may be initiated, in writing, by completing the *Provincial Out-of-Scope Job Evaluation Maintenance Request Form*, and providing a current position description and organization chart. This request may be initiated by an Employee/Employer (i.e. designated official) when:
 - a new position with unique duties or responsibilities is created; or
 - the duties and responsibilities have changed substantially since the position was last evaluated.
- 6.2 There will be a limit of one (1) re-evaluation request per position within a twelve (12) month time period and within twelve (12) months from the evaluation of his/her position unless approved by the head of Human Resources or designated official of the Employer.
- 6.3 SAHO's Classification and Job Evaluation Department must ensure that appropriate justification is provided and verified as legitimate duties and responsibilities of the position assignment, and must ensure that the Employer/Employee has proven substantive changes in the position description from that previously submitted.
- 6.4 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.
- 6.5 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.
- 6.6 SAHO's Classification and Job Evaluation Department is responsible to communicate the pay band placement decision to the Human Resources Department of the applicable Employer. The Human Resources Department is then responsible to communicate the results to the Employee.

- 6.7 If the Employee/Employer is not in agreement with the pay band placement, they may appeal the pay band placement.

SECTION 7 – MAINTENANCE APPEAL PROCESS (First Level and Second Level)

After receiving the pay band placement results for a position, the Employee and the Employer should review the placement and discuss the results for the position and ensure they represent the position accurately. If in the opinion of the Employee/Employer, the pay band placement does not accurately reflect the position, the pay band placement may be appealed.

Appeal Phase (First Level)

To SAHO Classification and Job Evaluation Department:

- 7.1.1 Appeals must be requested within twenty (20) working days of receiving the pay band placement results. The request must be in writing (email).
- 7.1.2 Requests for appeals must be sent by the Human Resources Department (of the Employer) to SAHO's Job Evaluation and Classification Department. Appropriate justification must be provided by the Employee and/or the Employer. SAHO's Classification and Job Evaluation Department will request any related position information. SAHO's Job Evaluation and Classification Department will review the evaluation of the position.
- 7.1.3 SAHO's Classification and Job Evaluation Department is responsible to communicate the results of the First Level pay band placement decision to the Human Resources Department of the applicable Employer. The Human Resources Department is then responsible to communicate the results to the Employee.
- 7.1.4 The Employee and/or the Employer may choose to appeal the matter again. The Second-Level (final) appeal phase is made to POOSJEC. The request must be in writing (email).

Appeal Phase (Second Level)

To the Provincial Out-of-Scope Job Evaluation Committee

- 7.2.1 Appeals must be requested within twenty (20) working days of receiving the pay band placement results of the First-Level appeal. The request must be in writing (email).
- 7.2.2 Requests for "Second-Level" appeals must be sent by the Human Resources Department (of the Employer) to the POOSJEC c/o SAHO's Job Evaluation and Classification Department.

7.2.3 The POOSJEC will meet;

- To ensure that appropriate justification is provided and verified as legitimate duties and responsibilities of the position assignment;
- To ensure that the Employee/Employer has proven substantive changes in the position description from that previously submitted;
- To make a consensus decision regarding the rating.

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

7.2.5 The POOSJEC will inform the Employer of the decision, in writing within a reasonable period of time after the meeting, unless mutually agreed upon otherwise by the parties. The Employer will advise the Employee of the decision made by the POOSJEC.

7.2.6 The decision of the POOSJEC is final.