

## DALHOUSIE UNIVERSITY

### NSGEU JOB EVALUATION APPEALS

The Job Evaluation Committee is set up under the collective agreement between the University and the Nova Scotia Government and General Employees Union in order to provide a means of classifying positions or appealing classification decisions.

As required, the Job Evaluation Unit convenes appeal meetings of the Job Evaluation Committee. The Job Evaluation Committee is made up of two Union representatives and two Employer representatives, plus the Manager, Compensation, or designate, who acts as Chairperson. The Job Analyst attends as a resource person to the Committee.

An incumbent or supervisor(s) may initiate a classification appeal in writing within 15 calendar days of receipt of the Job Evaluation decision. Prior to the appeal meeting, members of the Job Evaluation Committee are provided with a copy of the job fact sheet as well as the letter of appeal. This documentation will be the main source of information to be considered by the Job Evaluation Committee during the appeals process. Both the incumbent and supervisor(s) are invited to attend the meeting (together or sequentially). The purpose of their attendance is to help the committee, through questions and answers, gain a clear understanding of assigned responsibilities as described in the job fact sheet, and their importance within the overall context of the job. It also provides an opportunity for the appellant to direct the committee's attention to areas which s/he feels are particularly significant to the factors being appealed. The Job Evaluation Committee cannot consider changes in job content or new responsibilities that have been assigned since the submission of the Job Fact Sheet.

The appeal meetings are informal. Discussion centres around the nature of assigned responsibilities and the skills required to carry them out. No effort is made to assess the competence of the incumbent. The committee assumes in all cases that job performance

is satisfactory. When members of the committee are satisfied that they have a clear understanding of the job, the factor/point rating decisions are carefully reviewed, discussed in detail, and revised when warranted in the committee's best collective judgment. Appeal decisions, which are final, are communicated in writing to the incumbent and supervisor within the time frame outlined in the collective agreement (Article 27).