

# **Job Evaluation Policy**

## **1.0 Policy Statement**

The City of Mount Pearl is committed to ensuring and demonstrating, objective and fair decision-making regarding compensation structures, staffing and promotion of City employees.

## **2.0 Background**

The City has implemented job evaluation systems that assist the City in achieving pay equity within the City's compensation program.

## **3.0 Scope**

The Job Evaluation system applies to all City of Mount Pearl employees. For unionized employees, the Mercer system shall be implemented, and for management the HAY system shall be implemented. Where any provision of this policy conflicts with the terms of the Collective Agreement, the Collective Agreement shall prevail.

## **4.0 Purpose**

The purpose of this policy is to ensure equity, transparency, consistency and process efficiency is applied to all positions in the City of Mount Pearl.

## **5.0 Definition**

### **Job Evaluation**

Job evaluation is the systematic process for assessing the relative worth of jobs within an organization. A comprehensive analysis of each position's tasks, responsibilities, knowledge, and skill requirements is used to assess the value to the employer of the job's content and provide an internal ranking of the jobs. It is important to remember that job evaluation is a measurement of the internal relativity of the position and not the incumbent in the position. This analysis can also contribute to effective job design by establishing the organizational context and value of the job, and to hiring and promotion processes by providing job analysis on skill and competencies required to successfully meet job requirements.

## 6.0 Guidelines

The job evaluation process will be conducted after completing a job analysis but before creating a compensation program. Job evaluation should be conducted for every new position in order to ensure the City is hiring the correct level based on expected tasks, qualifications and responsibilities of the job. In addition, job evaluations will also be conducted when a job has changed substantially, in order to reflect the current role, which is known as reclassification or re-evaluation. The City will identify what is required to ensure satisfactory performance and/or progression.

## 7.0 Approvals



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**Steve Kent, Chief Administrative Officer**

*October 10, 2018*

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**Date**