

## **DPMG Job Evaluation Committee Terms of Reference**

As outlined in the Compensation/Salary Administration and Job Evaluation Program Statement of Policy and Procedure, the Dalhousie Professional and Managerial Group (DPMG) Job Evaluation Committee evaluates DPMG positions at the university. The Terms of Reference do not override and/or diminish the Statement of Policy and Procedure.

### Purpose

The purpose of the Job Evaluation Committee is two-fold:

- to apply job evaluation criteria in order to rate (classify) a DPMG position (regular review), when requested by the job analyst;
- to hear appeals (objections to the rating decisions of the job analyst or Job Evaluation Committee) (appeals).

### Committee Membership

The Job Evaluation Committee is made up of one (1) DPMG representative and one (1) University representative. There is a pool of DPMG representatives and a pool of University representatives; one representative from each group will be called upon to serve for each meeting of the Committee. The pool of DPMG representatives consists of three (3) members, each appointed for a five (5) year term.

For regular reviews, the Director, Employee Relations, or designate, shall act as Chairperson. For appeals, the Chairperson will be the Assistant Vice-President, Human Resources, or designate.

A job analyst attends the Job Evaluation Committee meetings as a resource to the committee.

For appeals, the incumbent and supervisor of the position being rated are invited to meet with the Job Evaluation Committee to provide information.

### Responsibilities

The University (Job Evaluation Unit) will organize the meetings of the Job Evaluation Committee; circulate the job description (and the letter of appeal, if appropriate) of the position under review prior to the meeting; and notify supervisor and incumbent of the rating decision of the Committee.

Both the DPMG and University ensure there are representatives to serve on the Job Evaluation Committee.

General:

- Both the DPMG and the University representatives will apply job evaluation criteria of the job evaluation manual fairly and consistently to DPMG positions.
- If the representatives of the DPMG or the University consider themselves to be in a conflict of interest vis-à-vis the job under consideration by the Committee, then they will excuse themselves, and another representative will be asked to serve.
- The Job Evaluation Committee may review aspects of the Job Evaluation Program and recommend such revisions as it considers necessary. Such recommendations shall be made to both the DPMG and University.

(Revised, 02 June 2021)