



The in-scope job evaluation project is currently underway and in-scope jobs have started going through the job evaluation process. Performing job evaluation is a systematic way to determine the value of a job in relation to other jobs in the organization. A goal of the in-scope job evaluation (JE) project is to ensure job descriptions are current, accurate, and fairly and equitably evaluated and compensated.

An in-scope Job Evaluation Committee (JEC) was formed, and committee members will evaluate all in-scope jobs. The committee is composed of 8 in-scope and 8 management employees. The committee is seeking 2 in-scope employees to fill vacancies.

Being a member of the JEC provides employees with an opportunity to have a voice in the evaluation of jobs, represent the jobs in their division, and gain valuable knowledge about other jobs in the company. Please note that the committee's role is to evaluate the jobs only; the committee is not involved in updating job descriptions or compensation.

Requirements of in-scope committee members:

- Be a permanent full-time employee
- Complete training on the JE method
- Ideally represent a major functional area throughout the organization
- Be respected by their colleagues and knowledgeable about the jobs being evaluated
- Understand the importance of the JE process and be committed to making it work
- Be open-minded, impartial and respect the opinions of other committee members
- Work to support the integrity and credibility of the JE process
- Display positive support regarding the process and help others understand the process where required
- Evaluate jobs and achieve agreement through consensus
- Commit to the required time to prepare for and attend evaluation meetings, and maintain quorum

Estimated time commitments of in-scope committee members:

- Complete 8 to 12 hours of online training (ideally over a 2-week period)
- Attend a 2- to 4-hour follow-up meeting with HR Consultant, Job Evaluation to review job evaluation method
- Complete 5 days preparation (review job descriptions and prepare proposed ratings) and 5 days of evaluation in fall 2020 (tentative date*)
- Complete 5 days preparation (review job descriptions and prepare proposed ratings) and 5 days of evaluation in winter 2020 (tentative date*)
- Participate in 1-2 days of follow-up meeting(s) in late fall/early winter (tentative date*)
- Take part in 35 days of preparation and evaluation meetings throughout 2021 (dates unknown)
- Commit to a suggested minimum term on the committee of 3 years
- Once the project is complete, the time commitments for regular job evaluation maintenance meetings will be on an as-needed basis. We estimate about 1 meeting per month, for 2 to 3 hours and 1-hour prep time.
- **The tentative dates may change due to the impacts of COVID-19 on working remotely and meeting restrictions.*

If you're interested in this opportunity, meet the above requirements, and are able to commit to the estimated time commitments, please talk to your manager about submitting your name for consideration. As this time commitment is during work hours, an understanding between you and your manager is required to ensure back-up is in place (if required), so that you have time to:

- Complete the training;
- Prepare for and attend meetings over the course of the project; and
- Attend regular job evaluation meetings after the project is complete.

To submit your name for consideration please email Kim Wilson at Union-President@sgi.sk.ca by May 11, 2020.