

U of L Job Evaluation Manual

Introduction

The purpose of this manual is to serve as a reference guide for the Hay Job Evaluation Methodology used to evaluate AUPC positions at the University of Lethbridge. This manual is not intended to be a training manual to prepare individuals to be job evaluators or to be a definitive resource on job evaluation methodology.

As the organization continually changes, the information in this manual may become outdated or new information may be added. Information in this manual will be updated as necessary.

For additional information, users of this guide may contact Human Resources at the University of Lethbridge at (403) 329-2274.

Job Evaluation System

Job evaluation is the analysis and evaluation of work for the purpose of determining the relative value of jobs within an organization. Job evaluation may also provide valuable information for organizational analysis and for human resource planning and management strategies such as succession planning, performance management, compensation, etc.

For a job evaluation system to be effective, care must be taken in ensuring the system is as objective as possible. It is important that each job be evaluated on the basis of current, regular and on-going work conditions and job content. It is also essential that the focus of the evaluation process be on the purpose, scope and responsibilities of work assigned to the position, and not an incumbent's personal qualities or performance. In other words the focus is on the position and not the individual(s) in the position.

As jobs are very often affected in some way by organizational change, maintaining the job evaluation system requires that departments periodically review their organization design and structure to determine if significant changes have occurred. Any change in an organization's structure may alter the content of a job, which may result in an adjustment in the evaluation of the job. Ideally the position description should be updated every time there is a substantial change to a position's purpose, scope, and/or responsibilities.

Joint Committees

The Job Evaluation Committee (JEC) shall meet to jointly evaluate AUPC positions. Membership on this committee is confined to management (Human Resources) and union (AUPC) ranks. Ideally, the JEC will be a representation from a cross-section of job classes to every extent possible. The JEC will evaluate all AUPC jobs in the workplace, as well as maintain the integrity of the Hay Plan. Job evaluation decisions shall be unanimous and deemed final and binding upon the Parties, subject to appeal procedures.

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Mr. Rohit Manglik



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Table of Contents Scoring National Joint Job Evaluation Users Manual

1. Understanding the eBook Scoring National Joint Job Evaluation Users Manual
 - The Rise of Digital Reading Scoring National Joint Job Evaluation Users Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Scoring National Joint Job Evaluation Users Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Scoring National Joint Job Evaluation Users Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Scoring National Joint Job Evaluation Users Manual
 - Personalized Recommendations
 - Scoring National Joint Job Evaluation Users Manual User Reviews and Ratings
 - Scoring National Joint Job Evaluation Users Manual and Bestseller Lists

5. Accessing Scoring National Joint Job Evaluation Users Manual Free and Paid eBooks
 - Scoring National Joint Job Evaluation Users Manual Public Domain eBooks
 - Scoring National Joint Job Evaluation Users Manual eBook Subscription Services
 - Scoring National Joint Job Evaluation Users Manual Budget-Friendly Options
6. Navigating Scoring National Joint Job Evaluation Users Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Scoring National Joint Job Evaluation Users Manual Compatibility with Devices
 - Scoring National Joint Job Evaluation Users Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Scoring National Joint Job Evaluation Users Manual
 - Highlighting and Note-Taking Scoring National Joint Job Evaluation Users Manual
 - Interactive Elements Scoring National Joint Job Evaluation Users Manual
8. Staying Engaged with Scoring National Joint Job Evaluation Users Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Scoring National Joint Job Evaluation Users Manual
9. Balancing eBooks and Physical Books Scoring National Joint Job Evaluation Users Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Scoring National Joint Job Evaluation Users Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Scoring National Joint Job Evaluation Users Manual
 - Setting Reading Goals Scoring National Joint Job Evaluation Users Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Scoring National Joint Job Evaluation Users Manual
 - Fact-Checking eBook Content of Scoring National Joint Job Evaluation Users Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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