

## **Extract from General Staff Collective Employment Agreement:**

### **D.2 Evaluation of Positions on Scale 1**

- a. Where a new position is established or where substantial changes to a job description occur, Individuals/Deans/HODs may make application for the position to be evaluated. The Job Evaluation Committee will evaluate the job description, place the position into the appropriate salary level and determine the effective date of any change. Where the position is placed in a higher level and the current salary is below the minimum for that level the salary will be raised to at least the minimum from the date that the regrading takes effect. In transferring to a new salary level, the individual's current salary will not be reduced.

All positions will be periodically re-evaluated. Job descriptions will be requested for re-evaluation by the Job Evaluation Committee on a cyclical basis.

#### **b. Appeals**

A Head of Department or Dean or the job holder may appeal within one month of the date of written notification from Human Resources communicating the decision of the evaluation of a position where the job description used for the evaluation was inaccurate or insufficient.