Task III: Job Evaluation Study

The purpose of job evaluation is to establish the internal worth of all job classes. The basic premise of job evaluation is that, the more a job is valued internally, the more it should be compensated. Furthermore, it is a valuable tool for slotting classifications into appropriate salary grades when market data are not available for certain classifications, or for classifications that are not benchmarked.

We will revise the University's current job evaluation methodology so that it meets the needs of the University and is appropriate for the jobs included in this study.

The Human Resources Officers and others as appropriate will be responsible for reviewing and approving the final recommended job evaluations.

In summary, we will perform the following:

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<th>FLA RESPONSIBILITIES</th>
<th>CLIENT RESPONSIBILITIES</th>
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| Review and Revise PFE | • Working with the Project Team Committee, review and revised the PFE. This will involve assuring that the right factors are included, the language for each degree is clear and appropriate and the factors are weighted appropriately for the family of occupations being evaluated.  
• We will field test the instrument on a sample of existing jobs to verify that the results are valid.                                                                                           |                                                                                                                                 |
<p>| Evaluate Jobs     | • FLA will apply the revised job evaluation method to the benchmark jobs.                                                                                                                                               | • The University will apply the job evaluation method to the non-benchmark jobs.                               |
| Approval          | • FLA will discuss the internal hierarchy that is created within the University and modify and finalize the job evaluations as appropriate.                                                                            | • The University will review and approve the job evaluations conducted by FLA.                                |</p>
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| Documentation     | * We will provide the University with a job evaluation handbook that explains the purpose of job evaluation, as well as all the definitions, forms, processes, and procedures of applying the job evaluation methodology.  
  * FLA will provide the University with a report that can be used to inform employees of the evaluations.  
  * FLA will provide a spreadsheet that can be used to automate the job evaluation process and serve as a record of the evaluations.                                                                                                                                 |
|                   |                                                                                                                                                                                                                      | * The University will be responsible for coordinating the scheduling and logistics of the management and HR training for the revised job evaluation method.                                                                                                  |
| Employee Appeals  | * We will develop an employee appeals process to be used by the University.  
  * We will conduct employee appeal reviews, as appropriate; this is an optional task, and is priced separately.                                                                                                                                 |
|                   |                                                                                                                                                                                                                      | * The University will coordinate the documentation, distribution of results and overall employee appeals process.                                                                                                                                 |

**FLA Deliverables - Task III:**

- Revised Point Factor Evaluation Instrument.
- Results of the job evaluations for the benchmark jobs.
- Employee job evaluation handbook.
- A report that can be used to inform employees of the job evaluations.
- Employee appeal forms and our appeal response (if appropriate).
### How the University Can Assess Our Performance - Task III:

- How well the University understands the job evaluation methodology and process.
- Our understanding of the University's internal equity.
- How well the employees understand the purpose of job evaluation.