

# NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



## College Practices

Revised: February 14, 2014  
Approved: January 1, 2000  
Responsibility: Executive Team

**PRACTICE NUMBER: NC600-01**

**PRACTICE TITLE: Job Evaluations – Administrative Staff**

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### **A. Background and Definitions**

The President has responsibility to the Board of Governors to ensure that the College is effectively managed. The colleges have developed a sector wide approach to assessing and determining pay ranges for administrative positions.

Effective Date: The effective date of the evaluation or re-evaluation will be the date the position was evaluated by the Committee.

Job Fact Sheet (JFS): standard document that outlines the education, experience and other requirements for an administrative position.

Supervisor: the individual providing direct supervision to the position being assessed by the JFS Committee.

Vice-president: the vice-president responsible for the position being assessed

### **B. Purpose**

The intent of this practice is to formalize the process by which administrative positions are evaluated and the results communicated to individuals..

### **C. Practice Statements**

**Job Evaluation Committee positions in the college, except that of the President, in accordance with the CAAT Evaluation System for non-bargaining unit employees;**

- b) reviewing all college Job Fact Sheets (JFSs) to ensure conciseness, accuracy, compliance with plan guidelines and internal equity; and
  - c) other related functions as defined by the President.
2. The Job Evaluation Committee membership will reflect the organizational structure
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being the Director of Human Resources and the permanent Secretary being the Manager of Human Resources.

3. Committee members other than the permanent Chairperson and Secretary will normally hold office for a period of three (3) years. After the first three (3) year period is complete, at least one (1) term of office will expire in June of each calendar year.
4. The College President will approve nominees to the Job Evaluation Committee.
5. It will be the responsibility of the Chairperson and Secretary to ensure that new committee members receive proper orientation to the evaluation process.
6. Quorum is 50% of the members plus 1.
7. HR will schedule quarterly classification committee meetings to evaluate positions. The meeting dates will be published every September. Additional meetings to evaluate new positions throughout the year will be scheduled as needed.
8. The Secretary will ensure that accurate records are kept of all committee business and that appropriate material and relevant information is made available for committee members as required. Upon expiry of a member's term of office, the Secretary will ensure that evaluation records held by the member are retrieved.

#### Review of Existing Positions

9. The Job Fact Sheet (JFS) of each established position is to be reviewed and refined, on an "as required" basis using a two-step supervisory process at least to the Vice-President level. The request for re-evaluation and the rationale for the re-evaluation must be provided to Human Resources (HR) two (2) weeks prior to the published classification committee dates.
10. HR will provide a report to the Executive Team for information purposes of all JFSs submitted for review prior to the classification meeting. The report will include the rationale for the review.

#### Creation of a New Position

11. New positions will not be assessed by the JFS Committee until they have been endorsed by the Vice-president.
12. The Supervisor, in conjunction with the Vice-President and with the assistance of Human Resources, will prepare a detailed JFS according to the established format. The JFS will be forwarded to the Committee Secretary of the Job Evaluation Committee.

#### Position Evaluation

13. The Committee will use the JFS, the Job Evaluation Manual, existing College administrative evaluations and Reference Jobs to evaluate and determine the total point value for each position.

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