

**Town of Deep River  
POLICY / PROCEDURE MANUAL**

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources			<b>POLICY NO.:</b> H00-8	
<b>POLICY NAME</b> Job Re-evaluation				
<b>DATE OF ORIGIN:</b>	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>APPLICABLE TO:</b>	<b>PAGE NUMBERS:</b>
Aug. 18, 1993	Nov. 2021	Dec. 15, 2021	All Employees	1 to 2

**APPLICATION**

This policy applies to all jobs in the municipality.

**1. General Policy**

The municipality has carried out evaluations of most of the jobs in the corporation through either the Pay Equity program or the Management Job Evaluation program. These programs assessed jobs according to objective criteria for the levels of Skill, Effort and Responsibility required, and the Working Conditions encountered.

It is the policy of the Corporation of the Town of Deep River to conduct re-evaluations of jobs in the corporation when circumstances warrant, using the same or similar criteria.

**2. Re-evaluation Process**

2.1 Any review of a previous job evaluation under the Management Job Evaluation or Pay Equity processes begins with a request by the Department Head responsible for the position to the ~~Labour Relations Committee~~ **CAO**. Such submissions shall document the reasons for the request, including a listing of any significant changes in job content that have occurred since the previous evaluation.

2.2 The ~~Labour Committee~~ **CAO** will review the Department Head's submission and the job description. If the ~~Committee~~ **CAO** believes it is warranted, the job description will then be revised to the satisfaction of the ~~Committee~~ **CAO**

and Department Head involved. The revised job description will be submitted to Council for approval.

2.3 The ~~Committee~~ **CAO** will then review the revised job description case in

consultation with the Town's HR Specialist to determine whether or not sufficient change in job content had occurred to warrant a re-evaluation. If re-evaluation is deemed appropriate, the existing plan will be used, and the results subsequently compared against both the earlier evaluation and the job content changes. ~~The re-evaluation will be carried out by a working group consisting of the members of the Labour Relations Committee, the Clerk-Treasurer, Co-ordinator, and the Department Head responsible for the position.~~

~~2.4 The working group will report its findings to the Labour Relations Committee, which shall determine what, if any, action should be recommended to Council.~~