

Section: COMPENSATION
Subject: Job Evaluation
Number: HR 3410

I. Institutional Regulations

The College shall use a point count job evaluation system to review its nonfaculty positions in relation to one another for purposes of internal equity. The job evaluation system shall assign points to each job, and these points shall be used to rank order all of the jobs and to determine the pay grade to which each shall be assigned. Positions other than direct reports to the President shall be evaluated by a Job Evaluation Committee appointed by the President or designee.

II. Procedure

- A. Job evaluation should take place when significant changes are made to an employee's position or before a new position is filled so that all parties know the ramifications of the job design. Generally, job evaluation requires submission of a Position Action Request by the supervisor through the Executive Vice President or other direct report to the President.
1. A new position shall be submitted for evaluation before it may be posted.
 2. An existing position which has experienced substantive changes since it was last evaluated, or for which substantive changes are being considered, shall be submitted for evaluation. If the Position Action Request is not approved, the original duties shall be restored.
 3. An updated job description may be requested by Human Resources and referred on for job evaluation.
- B. In the following situations, new or changed positions shall not require evaluation by the Job Evaluation Committee, if mutually agreed upon by the supervisor and Human Resources:
1. A position has duties and responsibilities which are substantially similar to a previously evaluated position or generic job description, and may be assigned the same evaluation rating;
 2. An existing position has only minor changes in assigned responsibilities or qualifications, with no expected impact on its job evaluation rating.
- C. After a job description is evaluated, Human Resources shall send written notice of the job evaluation results to the supervisor.
1. The supervisor may appeal the job evaluation results. Requests to appeal a decision made by the job evaluation committee are subject to administrative approval through the Provost/Dean/Director level.
 - a. Appeals shall be in writing and must explain in detail the basis of the appeal request. The written appeal must be received by Human Resources within ten working days from the date the job evaluation results notice was issued.
 - b. The Job Evaluation Committee shall hear the appeal and shall render a final decision. Human Resources shall send written notice of the appeal results to the supervisor, and shall initiate a personnel action as necessary.

2. If the supervisor notifies Human Resources that the job evaluation result shall not be appealed, or if there has been no response from the supervisor by the end of the appeal period, Human Resources shall initiate a personnel action as necessary.

APPROVED:



Executive Director, Human Resources

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