



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Applicable to	Non-Union Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	<b>Freedom of Information and Protection of Privacy</b>

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The University has utilized the HAY Group methodology to evaluate non-union employee positions. The purpose was to determine the relative size of the job. The result, a job size for each job, measured on a points scale. The HAY job evaluation process determines the intrinsic value of work to the organization using a methodology containing measurement scales of common factors. It is a process to measure the size of the job against appropriate and consistent criteria. It focuses on the content and working conditions of the job as currently designed.

For further information on Job Evaluation and Salary Bands, as well as movement through the steps, please refer to the [HR Website](#).

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.