 <p>JOB EVALUATION</p>	<p>Human Resource Manual</p>
<p>Job Evaluation Appeals</p>	<p>Section 703</p>

Job Evaluation Appeals

PURPOSE

1. In all cases where an employee believes that his/her position has been improperly evaluated, the employee may appeal the evaluation of their position.

APPLICATION


2. These guidelines and procedures apply to all government employees except senior managers, excluded employees and employees covered by the agreement with the Nunavut Teachers Association.

DEFINITIONS

3. **The Job Evaluation Appeal Board** is a committee consisting of an independent chairperson chosen by the Employer and the Union and two representatives each from the Union and the Employer.
4. **A Job Description** is a written statement of the duties and responsibilities of a position. It also contains a description of the knowledge and skills required of an incumbent in order for the person to satisfactorily do the job. It lists the working conditions that may exist when the duties of each position are performed. Deputy heads are the final authority respecting the assignment of work and job description content within their departments or agencies.
5. **Hay Guide Charts** are the Hay Guide Charts produced by Hay Management Consultants.

PROVISIONS

6. Employees are encouraged to include detailed information in their evaluation appeal on why the employee believes that their position is improperly evaluated.
7. Only the incumbent of a position may appeal the evaluation of their position.
8. Employees cannot appeal the evaluation for a position they are acting in.
9. A position can only be appealed on the basis of the evaluation and not an inaccurate job description.

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10. An employee will file an appeal directly to the Deputy Minister of Human Resources stating the reasons for the appeal.
11. Employees may not sit on the Appeal Board, as it is inappropriate for the incumbent of a position to be involved in the position's evaluation.
12. At all levels of the Appeal process, the Hay Job Evaluation Guide Charts, in conjunction with GN Benchmarks, Job Ladders and Job Families as set out in the Job Evaluation Manual, will be used for evaluating positions.
13. The evaluation of a position by the Job Evaluation Appeal Board shall be final and binding.
14. The employee may withdraw their appeal request at any time during the appeal process.
15. Before submitting a written request for a review by the Job Evaluation Appeal Board to the Department of Human Resources, an employee shall discuss any concerns with the evaluation of their position or the content of their job description with their manager.
16. The effective date of any pay action resulting from an appeal will be the date the appeal documents are received in Human Resources.
17. The decision of the Job Evaluation Appeal Board is communicated in writing to the employee, the President of the Nunavut Employee's Union, Compensation and Benefits and the employee's Deputy Head.
18. The Director Job Evaluation ensures that the Board decisions are implemented within one week.

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19. Main Collective Agreement with the Nunavut Employees Union
Article 34

CONTACTS

20. For clarification or more information on this topic contact:

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