

## 1. Purpose

The purpose of this procedure is to provide a method whereby an incumbent and/or supervisor who believes that the results for a position evaluation are not appropriate, may request that the evaluation be reconsidered.

## 2. Grounds For Reconsideration

An incumbent and/or supervisor reviews the results for the position and compares the grade points to the definitions in the job evaluation guide found in all Deans, Directors, Chairs, and Dept. Heads Offices.

A request for reconsideration may be submitted if an incumbent and/or supervisor believes that the grade score for any factor is inappropriate and provides substantiating facts to indicate the reason why.

If the position that the incumbent is holding has changed significantly since the original submission of the Job Fact Sheet (JFS), then a request for reconsideration is inappropriate. A new JFS should be completed and the incumbent should follow the reclassification procedure.

## 3. Procedure

A request for reconsideration may be initiated after the results of the Joint Job Evaluation Committee have been communicated to the incumbent and the supervisor.

The request for reconsideration should be sent to the Joint Job Evaluation Committee care of Human Resources, Compensation and Benefits, Fifth Floor, University Centre, within 15 working days of receiving the results of the Committee. Extensions may be granted in extenuating circumstances, such as prescheduled vacation and sickness.

To request a reconsideration form, call Human Resources, ext. 6991, or download it from the web at [www.uoguelph.ca/HR/download](http://www.uoguelph.ca/HR/download)

A separate form is required for each factor the incumbent/supervisor believes to be inappropriate. **The incumbent/supervisor needs to fill out the form(s) giving the grade that he/she thinks is correct and the reasons why.**

The Joint Job Evaluation Committee will consider the request and make a decision. Personal representation to address/clarify information for the Committee will be at the invitation of the Committee only. The decision the Committee makes could result in an increase, a decrease or no change in overall points, thus the value of a position could move up or down or remain the same at this stage.

Please note that adjustments in grades may not be significant enough to move the position to a different pay/salary band.

Where multiple incumbents sign one Job Fact Sheet, any Committee decision on a request for reconsideration will affect all of the incumbents who signed the JFS.

The decision of the Joint Job Evaluation Committee, which is final and binding, will be communicated to the incumbent/supervisor in writing.

Please bear in mind that it could take up to 6 months before a decision on the request for reconsideration is communicated to you.