THE EXEMPT GROUP

REQUEST FOR RECONSIDERATION
OF JOB EVALUATION RESULTS

1. Grounds for Reconsideration

Reconsideration may be considered after the decision of the Job Evaluation Consultant has been communicated to the employee and the supervisor. Reconsideration may take place in cases where information is missing, incorrect, or where clarification regarding the Job Fact Sheet is required. It must be understood by all parties that the process of review may result in either an increase or decrease in total points, with the possible result of no change to the band placement, or a move either upward or downward within the band. A Request for Reconsideration may be initiated upon receipt of the decision of the Job Evaluation Consultant. Preparation of the submission should be done in consultation with the supervisor. In cases where there is no consensus of the supervisor and incumbent, discrepancies must be resolved at this level. The Exempt Executive or Human Resources may be contacted for assistance if required.

2. Procedure

The request for reconsideration submission should include the Request for Reconsideration form completed by the incumbent, with the required signatures. Please note that the Job Fact Sheet used in the Request for Reconsideration will be the same version as the one used in the evaluation procedure. Do not submit a rewritten Job Fact Sheet.

The Request for Reconsideration should be sent to the Job Evaluation Consultant, Staff Relations within ten (10) working days of receipt of the decision made by the Joint Job Evaluation Consultant with copies to the Supervisor, Chair or Department Head and Exempt Executive.

The Request for Reconsideration will be acknowledged by the Job Evaluation Consultant within ten (10) working days of the receipt of same.

Requests for deadline extensions, for reasons such as illness and vacation, may be considered on an individual basis by the Job Evaluation Consultant.

Requests for Reconsideration will be reviewed by the Job Evaluation Consultant, Staff Relations, or an appropriate designate as appointed by the Director of Staff Relations. The decision and accompanying rationale will be communicated to the incumbent and the supervisor in writing within ten (10) working days by the Job Evaluation Consultant.

Should the incumbent or the Exempt Group disagree with the Reconsideration Outcome, the Dispute Resolution mechanism found under the job evaluation section of the memorandum of agreement may be accessed.