

# WESTERN JOB EVALUATION COMMITTEE

## TERMS OF REFERENCE

### Purpose:

- For those positions under the committee's jurisdiction, determine a position's relative importance to the University in comparison to other PMA positions using the Hay Guide Chart methodology modified to incorporate Western's values.
- To ensure the Guide Chart methodology is applied to all positions within the committee's jurisdiction in an objective, consistent, fair and gender neutral manner.
- To oversee the modification/revision of the 1971 Hay Guide Charts to reflect the values delineated in *Leadership in Learning* and in Western's vision for PMA staff particularly in the value Western places on teamwork, communication skills and flexibility.
- To oversee the establishment and maintenance of benchmark or reference positions.

### Jurisdiction:

- All PMA positions levelled from Salary Grade 13 to 30 excluding those Salary Grade 30 positions reporting directly to a Senior Director or Vice-President.

### Committee Structure:

- **Chair:** *Senior Salary Administration Officer*
- **Human Resources:** *two members* from Human Resources (not necessarily from Salary Administration)
- **PMA:** *two members* selected by PMA from its membership (one for a two year term and one an for initial three year term (followed by two year terms to provide continuity) NOTE: terms can be renewed.
- **Presidential Appointees:** *two members* appointed by the President from current UWO employees (one for a two year term and one for an initial three year term (followed by two year terms to provide continuity) NOTE: terms can be renewed.
- **Quorum:** at least one person from each category must be present at each meeting to constitute a quorum.
- **Meeting Frequency/Length:** one meeting (two–four hours) scheduled every two weeks.
- **Decisions:** Evaluations results may be appealed.

**Appeals Committee:** consists of people knowledgeable in the University evaluation process.

- **Chair:** *Senior Director Human Resources or Designate*
- **PMA:** *one member* selected by PMA from its membership for two year term. NOTE: term can be renewed.
- **Administration:** *one member* named by administration from current UWO employees for two year term. NOTE: term can be renewed.
- **Meeting Frequency/Length:** as required.
- **Decisions:** Appeals Committee decisions are final.