

Policy and Procedures

POLICY TITLE:	Job Evaluation
ADMINISTERED BY:	Director, Human Resources Management
APPLICABILITY:	All Employees

Policy Statement

John Readings is committed to the use of job evaluation to regularly review the key job factors of all general staff (non-management) positions in the organisation. This review encourages the updating of position descriptions and person specifications, highlights trends in the changing job demands, and identifies skill and knowledge gaps. The job evaluation process is also used to determine the relative value of all general staff positions, up to and including senior sales representatives.

Policy Objective

Job evaluation aims to ensure maintenance of accurate and up-to-date position descriptions and person specifications. This forms the basis for the fair and equitable remuneration of all employees. The method used in the company, called 'the points method', is also used in some cases to adjust the wage-rate attached to a position. The points method allows for the relative value of jobs to be determined when all jobs in a job group are evaluated. Whilst other job evaluation methods exist, the points method is the most valid and reliable for John Readings diverse job positions.

While the company is committed to the principle of remuneration of all general staff at relevant award or agreement rates, it acknowledges that there may be occasional cases where the extraordinary demands of some jobs, when compared to other similar jobs in the organisation, may justify an adjustment in pay and/or benefits.

Procedures

The Director, Human Resources Management (HRM), is responsible for the administration of the Job Evaluation System. All general staff positions will be reviewed at least once every three years. Review dates are to be clearly shown on position descriptions and person specifications.

The Director, HRM, may elect a job evaluation committee to gather job data and conduct evaluations. The composition of the committee should not only reflect the nature and skills of the job or job-group(s) being evaluated at the time but also include representatives from key stakeholder groups within the business. This will ensure both relevant job knowledge and unbiased transparency within all aspects of job evaluation procedures and outcomes.

All members of the committee should receive formal training in job analysis, data interpretation, and job evaluation using the points method. All committee members must be familiar with and be able to use the company manual for job evaluation, including the correct identification and use of points tables.

John Readings utilises three different job evaluation tables, one for each of the following job categories: customer service/consultants, administration and sales/marketing. The appropriate table must be used. While the titles of the key compensable factors in all three tables are the same, the contextual definitions, weighting and minimum and maximum points available differ for each classification.

Job evaluation for the purposes of review of the wage rate set for a position should only occur with the authorisation of the Director, HRM.