

**KENORA DISTRICT SERVICES BOARD**  
**POLICY and PROCEDURE**

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<b>TITLE: JOB EVALUATION PLAN</b>	<b>SECTION: HUMAN RESOURCES</b>
<b>DATE: March 10, 1999</b>	<b>POLICY NO.: KDSB-HR-IV-02</b>
<b>APPROVED BY: By-Law 1999-01</b>	<b>REVISED:</b>

**POLICY STATEMENT**

It shall be the policy of the Corporation to evaluate each job within the Corporation through a formal Job Evaluation Plan which evaluates jobs on a gender neutral basis.

**PROCEDURE**

1. A job evaluation committee will be responsible for evaluating each job within the Corporation utilizing a Point Factor Plan which consists of:
  - (i preparation of job description;
  - (ii selection of components or factors common to all jobs with pre-defined degrees (levels) and accompanying points;
  - (iii comparison of each job description against the 'yardstick' and assigning the correct number of points.
2. All jobs within the Corporation will be evaluated for the purpose of:
  - (i to provide a foundation for employee evaluation;
  - (ii to aid in the selection, promotion, transfer, training and assignment of duties of employee;
  - (iii to discover and eliminate wage inequities;
  - (iv to assist in pricing jobs.
3. An employee will have the right to appeal the rating of his/her job as outlined in the Job Evaluation Plan.
4. The Corporation's Job Evaluation Plan will be utilized to evaluate each job within the Corporation.