

# GUIDE TO ADMINISTRATIVE REVIEW OF JOB EVALUATIONS FOR POSITIONS WHERE AN APPEAL IS NOT AVAILABLE

## **Job Evaluation Review Dispute Mechanism Process (non-represented):**

A non-represented employee (applicant) who submitted a position for evaluation and disagrees with the decision may request an administrative review.

An administrative review is intended to ensure that the Total Rewards Officer (TRO) followed all procedural steps necessary to reach the decision. This is not an appeal of the of the substantive decision.

### **Step 1:**

- The applicant contacts the Total Rewards Officer (TRO), who conducted the review and made the classification decision to arrange a meeting.
- The TRO will arrange for a discussion to review the decision in dispute and hear the applicant's concern(s), which may include (but are not limited to):
  - Provide an overview of the job evaluation process, tools, and point rating assessment used in making the decision.
    - Note: position descriptions, including content and responsibilities are determined by management.
  - Provide additional clarification about how the decision was made.
  - Review additional information not previously provided.

### **Step 2:**

- The TRO will consider the discussion and any new information provided and assess the impact(s) (if any) on the job evaluation decision.
- The TRO may engage with the applicant, team members, departmental management and Human Resources to verify the new information, including updated and approved position descriptions.
- The TRO will advise applicant if, after considering any additional information, whether the job evaluation decision has changed.

### **Step 3:**

- If the applicant is not satisfied with the outcome of Step 2, they can submit a written request for a review of the **process** used by TRO to evaluate the position.
- The applicant will initiate the request by emailing the Public Service Commissioner at [dmpsc@leg.gov.mb.ca](mailto:dmpsc@leg.gov.mb.ca).
- The Public Service Commissioner will designate the Director of Total Rewards to review the process used by the TRO in accordance with the procedural review checklist (attached).
  - If the job evaluation process was not followed, the reviewer could direct the Total Rewards Branch to revisit the evaluation decision.
  - If the job evaluation process was followed, the **decision is final**.

**JOB EVALUATION REQUEST - PROCEDURAL REVIEW CHECKLIST  
(To be completed by Applicant)**

Y/N (if no, provide reason in comments)	Procedural Steps	Comments
	Receipt of job evaluation request acknowledged by email by Total Rewards Branch.	
	Request includes a current position description, approved by management	
	A Total Rewards Officer (TRO) was assigned to conduct the evaluation review.	
	TRO consulted with (where applicable): <input type="checkbox"/> The manager/ management <input type="checkbox"/> Incumbent of the position <input type="checkbox"/> Human Resources <input type="checkbox"/> Other parties (if required)	
	<input type="checkbox"/> TRO conducted a position audit with the manager and incumbent (if applicable) to obtain additional information and clarification.	
	Position evaluated within the existing job evaluation plan using one or more of the following applicable methods: <ul style="list-style-type: none"> <li>• Classification specifications (grade description/factor comparison)</li> <li>• Point rating</li> <li>• Whole job comparator analysis</li> </ul>	
	Consideration of other roles within the Government of Manitoba, having standard/comparable elements to ensure consistency in applying the job evaluation system.	

	TRO communicated the evaluation decision to the relevant parties.	
	TRO met with the relevant parties, if required, to answer questions about the decision and provide any necessary additional information.	
	Human Resources communicated any pay impacts on the employee's pay, if applicable.	