

Appendix B-6
COMMITTEE GROUND RULES FOR JOB EVALUATION
PROFESSIONAL / TECHNICAL UNIT

October 24, 2001

Revised October 28, 2002

EVALUATION CONSIDERATIONS

1. Job Content: Consider only job content, not the performance of the incumbent.
2. Entry Level Skills: Consider what the job demands are at the entry or starting point, after the orientation period, not what would be nice to have or what outstanding performers or long-term employees can do.
3. All Relevant Information, Taken as a Whole: Consider all of the information presented in the questionnaire and by the HR Liaison; critically analyze the information presented to you to ensure that it is consistent and logical. For example, a taxi driver with a PhD doesn't need the PhD to drive the taxi. Exercise judgment as you do the evaluation.
4. Organizational Positioning: Location on the organization chart is not a valid measure for consideration when determining factor levels.
5. Objectivity of Committee Member: If a committee member cannot be objective during the process, they will disclose this fact and leave the room. A committee member must leave the room when his/her job is evaluated.
6. Use of Levels: It is acceptable to not use every level for each factor. There might be jobs in the unit outside of the upper or lower ranges.
7. Infrequent, DeMinimus Tasks: Consider what the job incumbent does 90 to 95 percent of the time. Something an incumbent does infrequently or minimally will not determine factor level placement.
8. Cumulative Nature of Levels: In each factor, select the level that appropriately describes the job; each level includes the value of all lower levels.
9. External Market Considerations: Consider the value of the job within the organization; do not consider the current or anticipated market value of the job.
10. Consider Each Factor Individually: Measure the value of the job according to each separate factor; do not try to make the job "come out" where you think it ought to.
11. Titles: Do not be influenced by the position's job title; examine job content

CONFIDENTIALITY

1. Discussions with Persons Outside the Committee: All committee discussions are confidential. The JEC members will not discuss the process with employees until the project is complete. Upon completion, committee members will only state that the committee reached its decision by consensus and "I support the committee process". A breach of confidentiality may relieve the College of its obligation to adhere to the findings of the committee evaluation process and imposes upon the committee an obligation to resolve the breach.

2. Availability of Instrument/Employee Evaluations: The instrument will not be made available to employees, nor will the total scores be released. (*Revised 10/28/02*)
3. Data on Consensus: Only data on final consensus for each level will be kept/maintained for each job evaluated. Individual committee members' scores will be maintained for reference through the appeal step but will then be destroyed or deleted.

ROLE AND OPERATION OF COMMITTEE

1. The expectation of the committee will be: consistent application of the instrument to individual jobs, group ownership of the process, advocate of process/committee to employees, and to be objective and consistent.
2. A consensus on each factor of the instrument is required for each job. The job must satisfy factor definition (either in or not).
3. Consensus. Decisions will be made by a consensus of a quorum of the group. There will be two tries at a strict consensus. If that is not achieved, a decision may be made over the dissent of one person from each side.
4. Quorum. A quorum is a minimum of two management team members plus two union team members. A quorum must include an equal number of representatives from both union and management. The intent is to have everyone present at every meeting.
5. There will be no substitutes for committee members.

MEETING MANAGEMENT / INDIVIDUAL EXPECTATIONS

1. It is expected that, prior to the evaluation meetings, committee members will have studied the questionnaires and, after receiving training, selected preliminary factor levels for each job.
2. Meetings will start on time. Everyone will be on time to meetings if possible. Meetings will not start before 9:00 a.m.
3. The consultant will serve as the group's facilitator.
4. Recording will be done by an HR Office representative.
5. Everyone is responsible for speaking and asking questions.
6. Everyone will be treated respectfully.
7. Everyone will be responsible for enforcing ground rules and maintenance of the team. Anyone may bring up concerns about conduct which is inappropriate for or inconsistent with the parties collaborative partnership. At first, it will be brought up to the side where the problem exists, away from the table, but may be brought up at the table later if unresolved. The issues will be dealt with within each side. Each side will then report back to the whole team as to the resolution of the problem if it has been brought up at the table.
8. Only one person speaks at a time; everyone else is responsible for listening to the speaker.
9. Side conversations and note passing are inappropriate

10. Reconsideration: Any committee member may request reconsideration of any decision. An issue will be reconsidered by consensus of the group.
11. Breaks. Break times will be established by the team. People are free to take individual breaks at any time. The team is not obligated to recap the discussion for people who have left the room outside of break times.
12. Canceling meetings. Meetings will be canceled if the college is closed or if there is no quorum. Committee members are expected to be in attendance at meetings. If unable to attend the meeting, a committee member will notify Mark Kennedy. If someone misses a meeting, they are bound by decisions made at that meeting. The person missing the meeting must take responsibility to become informed about the issues and decisions made at that meeting prior to the next team meeting.
13. 24-hour notice of cancellation will be given by Human Resources except in an emergency
14. Debriefing. The whole team has the opportunity to debrief at the end of each meeting:
 - a. One minute per person.
 - b. No responses to any comment.
 - c. Anyone can pass. Anyone who has passed may comment at the end.
15. Meetings will end on time unless otherwise agreed by consensus.

CHANGING GROUND RULES.

1. Ground rules may be changed at any time by consensus of the team.

MISCELLANEOUS

1. Unit Determination – This process will not be used by management to determine the appropriate bargaining unit placement of jobs. It will, however, create sufficient management understanding of jobs that if a unit files for clarification, management will be able to take a position on the claim.
2. Managers must review appeals prior to committee reconsideration and must indicate their opinion in writing. Appeals will go forward for committee consideration regardless of the manager's evaluation.
3. Employees may ask the committee to reconsider its evaluation based on:
 - A) A comparison to another position or group of positions; in this case the committee will look at both jobs, and either job may be subject to re-evaluation. All affected employees will be notified of the reconsideration. During this process the committee may choose to interview one or more of the affected employees.
 - B) The job content has changed significantly since the job was evaluated
 - C) The employee thinks the committee misunderstood the job content. The employee must cite the aspect or aspects of job content in question.
4. The initial findings of the committee are preliminary and are not finalized until the completion of the appeals process. Salary adjustments will be effective at the end of the appeals process.

Grant employees on the supplemental Table of Approved Positions and the Childcare workers will not be evaluated by the committee.