

3. Job Evaluation Program - The process of determining the worth of one job in relation to that of the other jobs in the company in order to establish the hierarchy and pay rates of jobs.
4. Job Classification - The grouping of jobs into classes or grades by using a rating scale/standard.
5. Man Grade - The grade attached to the person rather than to the job. Hence, this is the grade to which the incumbent was classified prior to the job evaluation.
6. Pay Class/Grade - The equivalent of a particular Job Class/Grade in the salary structure

V. GUIDELINES

A. All jobs in the Association have been classified into various pay classes wherein a minimum and a maximum salary for each class have been fixed and established in accordance with the Job Classification.

B. The salaries of probationary and permanent employees are paid one day before the 15th and 30th of every month. On the other hand, contractual employees in the Home Office and the regional/extension offices are paid the daily minimum wage based on the Department of Labor and Employment Wage Order applicable to the respective region in the country. Wages are given on the 15th and 30th of every month.

C. All salary increases must be in accordance with the graduated steps in the pay class and within the salary range for the pay class of the job occupied by the employee. Hence, salaries of employees must never be in between two (2) steps based on salary increases granted in accordance with government legislations, the CBA agreement, the implementation of a new pay structure and on the basis of merit.

D. Implementation of the Job Evaluation Program

1. For positions which are to be upgraded, the incumbents' pay shall be adjusted corresponding to the new Pay Class/Step but the increase involved shall not be less than five (5) percent (rounded off).

2. For positions which are to be classified into a lower job grade, the incumbents shall be man-graded and their salaries shall remain the same. In the event said positions become vacant, then the lower but correct job grades shall become applicable.