

Job Evaluation

Terms of Reference

between

The Corporation of the City of Quinte West

the Employer

and The Canadian Union of Public Employees

and Local 799

November 2015

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Article 1 – Purpose

- 1.1. To carry out a Joint Job Evaluation Program in accordance with the general objectives and principles pertaining to a Joint Job Evaluation Program between CUPE Local 799 and The Corporation of the City of Quinte West.

- 1.2. To jointly maintain a single gender-neutral job evaluation plan to achieve Equal Pay for Work of Equal Value for all jobs within CUPE Local 799. The plan will include these four main factors:
 - Skill
 - Effort
 - Responsibility
 - Working Conditions

- 1.3. Adjustments to compensation rates will be deemed to be incorporated into, and form part of, the collective agreement. The money for this program will be paid by the employer over and above normal wage increases negotiated in collective bargaining and no employee will have their wages reduced, and shall continue to receive all negotiated increases.

Article 2 – Definitions

The following definitions are to apply to the terms used herein:

Collective Agreement	The collective agreement currently in effect between the employer and CUPE Local 799.
Degree Level	The actual measurement level within each sub factor.
Duty	Is made up of a number of tasks.
Factors	The four major criteria used to measure jobs are skill, effort, responsibility and working conditions.
Gender Neutral	Any practice or program which does not discriminate based on gender.
Increment	One of a series of fixed rates on a salary range.
Incumbent	An employee assigned to a job.
Job	Is made up of a collection of duties and responsibilities.
Job Analysis	The process of determining and recording the tasks and duties of a job and the required skill, effort, responsibility and working conditions involved in the performance of that job, through the use of questionnaires, interviews and workplace observation.
Job Analysis Questionnaire	The tool used to collect and record job data which forms part of the job related documents.
Job Description	The written description of a job which includes a summary and a

	listing of the major duties and responsibilities.
Job Evaluation	A process which measures the value of jobs in relation to each other; this value is expressed in points.
Job Evaluation Plan	A measuring tool used to rate jobs. It contains sub factor definitions with corresponding degree levels and notes to raters.
Joint Job Evaluation Committee	The Committee is made up of equal representatives from union and management and is responsible for the implementation of the job evaluation program.
New Job	A job which is added to the workforce that is sufficiently different from work currently being performed in the workplace that it cannot be assigned to an existing job.
Pay Grade	A designated salary range within the salary schedule including increments, if any.
Pink Circle	The hourly rate will remain unchanged until such time as the new rate reaches or surpasses it. Additionally, the incumbent shall receive a lump sum payment equal to the cash equivalent of the negotiated annual percentage increase based on the incumbents' current hourly rate.
Points	The numerical expression assigned to each degree level within each sub factor.
Position	A collection of duties and responsibilities assigned to one person.
Rating	The process of relating the facts contained in the job documents to the job evaluation plan and selecting the factor degree levels judged to be appropriate.
Rating Sheet	Records the facts and rationale for the degree level assigned to each sub factor for each job.
Salary Structure	A listing of job titles, point bandings and pay grades.
Sore-thumbing	The process of making an objective comparison of a rating decision made by the committee to previous rating decisions of similar and correlated positions. Comparisons may be performed by sub factors or total points.
Sub factors	Components of the four major factors.
Task	A unit of work activity which forms part of a duty; one of the operations that constitute a logical and necessary step in the performance of a duty.
Total Points	The sum of all points allocated to each job for all sub factors determined in accordance with the job evaluation plan.

Article 3 – The Joint Job Evaluation Committee (JJEC)

3.1. The JJEC shall have equal representation and participation from the parties, consisting of four (4) representatives from the employer and four (4) representatives from the local union.

3.2. The employer and the union shall each designate one of its representatives to act as co-chairperson. The co-chairpersons are responsible for:

- a) The chairing of committee meetings;
- b) The scheduling of regular committee meetings which includes notification of appropriate supervisors for committee members' attendance;
- c) Establishing the priority of matters to be acted upon by the committee.

3.3. Committee members shall not be permitted to be present when rating of their own job, the position of a direct subordinate, or any position where the rating of that job may place them in a conflict of interest situation. For example, not to be present when rating job in the same jurisdiction group and/or department.

3.4. Each party may appoint alternate representative to serve as replacements for absent members. Alternate members shall have the right to vote only when replacing a regular committee member who is absent. Any new member to the committee as a silent observer for a few meeting.

3.5. The employer will provide administrative support services to the committee. The person performing these functions shall not be a member of the committee. These services shall be under the direction of the co-chairs and shall include:

- a) The distribution of all committee correspondence to the committee co-chairpersons;
- b) The preparation and distribution of meeting agendas forty-eight (48) hour prior to the meeting;
- c) The preparation and distribution of minutes;
- d) The preparation and distribution of committee documents.

3.6. The union committee members and any alternate appointed by the union shall be granted leave of absence with pay and without loss of seniority for periods of time spent working on the committee. These members shall continue to have all rights and privileges of the collective agreement including access to the grievance procedure,

promotional opportunities and salary increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of their present position.

- 3.7. Routine business decisions of the committee shall be made by a simple majority of rating members. Job rating decisions shall require a unanimous decision of the rating members and shall be final and binding on the parties, subject to the reconsideration procedure set out in Article 7.
- 3.8. The Committee shall meet a minimum of one (1) time per year for maintenance purposes.
- 3.9. The committee shall meet as necessary at a mutually agreed upon time and place. Each member shall receive notice along with the agenda for the meeting at least forty-eight (48) hour before the meeting. Either party may call a meeting by giving written notice and this meeting shall take place within seven (7) working days of the delivery of the notice to the other party's co-chairperson. Parties can agree mutually in writing to extend these timelines.
- 3.10. Either party to the agreement may engage advisors to assist its' representatives on the JJEC. Any such advisor shall be entitled to voice, but not to vote, and shall not be considered to be a member of the committee. Forty eight (48) hours notice will be provided to the other party that the advisors, or anyone outside of the committee, will be present.
- 3.11. The committee may unanimously invite a mutually agreed upon advisor to the table.

Article 4 – Mandate of the JJEC

- 4.1 The JJEC shall maintain the Job Evaluation Program by:
 - a) Evaluating all CUPE jobs using the job evaluation plan in accordance with Article 6;
 - b) Maintaining the integrity of the program;
 - c) Recommending to the employer and union changes to the job evaluation plan, its procedures or methods, as may be deemed necessary from time to time.

- d) Recording the results and rationale on the rating sheet and complete the Advice of Rating Form. Copies of the Advice of Rating Form and Job Description will be provided to the JJEC, co-chairs, incumbent(s), supervisor and the union.

Article 5 – Job Analysis Procedure for Rating Jobs

5.1. The following general procedure shall be used to rate jobs:

Step One:

A Job Analysis Questionnaire shall be completed by the incumbent(s) and the supervisor. The completed questionnaire shall be submitted to the JJEC along with the copy of the current job description (if one exists). The questionnaire should detail any changes to the job resulting from new or changed circumstances in the job.

Step Two:

The employer shall create an up-to-date Job Description based on current information. Where further information is required, interviews may be held with the incumbent(s) and the supervisor and/or manager and/or director.

Step Three:

The job shall be rated, based on the job description in accordance with the job evaluation plan. The committee shall also use information obtained from the completed questionnaire and, if required, interviews with the incumbent(s) and/or supervisor and visits to the workplace. The plan evaluates the skill, effort, responsibilities, and working conditions involved in the job. Each of these factors is subdivided into sub factors which provide a standard against which each job is rated to determine its relative worth.

Step Four:

When the committee has completed the rating of a job, it will provide the supervisor and the incumbent(s) with a copy of the job description and Advice of Rating Form (Appendix A).

In the application of the job evaluation plan, the following general rules shall apply:

- a) It is the content of the job, and not the performance of the incumbent(s) that is being rated;
- b) Jobs are evaluated without regard to existing wage rates;

- c) Jobs are placed at the appropriate degree level in each sub factor by comparing the specific requirements of the job to the sub factor definition and the description of each degree level;
- d) The job analysis and rating of each job shall be relative to and consistent with the job descriptions and ratings of all other jobs related under the plan;
- e) No interpolation of sub factor degrees (i.e. midpoints) is permitted;
- f) The factors and sub factors must have an impact on all jobs being rated;
- g) Rating decisions shall include a sore-thumbing process to ensure consistency in committee decisions.

Article 6 – Maintaining the Job Evaluation Program

6.1. It is important that each party maintain accurate job descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the program. It is the intention of the parties to periodically review jobs upon request and to complete a review of all jobs within five (5) years.

6.2. Job Evaluation Procedure for Changed Jobs

Whenever the employer changes the duties and responsibilities of a job, or the incumbent(s)/union feel that the duties and responsibilities of a job have been changed, or the job description does not reflect the duties and responsibilities of the job, the following procedures shall be followed:

- a) The incumbent(s)/union or the supervisor/employer may request a job evaluation review by completing and submitting a Reconsideration Form (Appendix B);
- b) Upon receipt of a completed Reconsideration Form, the JJEC shall proceed to gather accurate, up-to-date information on the job in accordance with Articles 5 and 6.
- c) Where the job description has been changed, the committee shall meet to rate each sub factor of the job, and to establish a new rating of the job and advise the incumbents(s) and/or supervisor of this decision (Appendix A). The rating of the job shall determine the pay grade for the job.

6.3. Job Evaluation Procedure for New Jobs

Whenever the employer wishes to establish a new job, the following procedures shall apply:

- a) The employer shall prepare a job description for the job;
- b) The Manager of Human Resources and Department Head will establish a temporary pay grade for the job, based on the job description.
- c) The job shall be posted and any person appointed to the job shall be paid the temporary pay grade;
- d) Six (6) months after appointment to the job, the incumbent(s) and the supervisor shall complete a Job Analysis Questionnaire. The questionnaire shall be submitted along with the job description to the JJEC. The JJEC will rate the job according to the procedure set out in Article 5.
- e) If the pay grade increases as a result of the six (6) month review, such increase shall be paid to each incumbent effective the date of appointment to the job. In the event that the pay grade of the job decreases as the result of this six (6) month re-examination of the job, the current incumbent shall receive pink circle protection for the duration of their tenure in the job.

Article 7 – Reconsideration Procedure

7.1. Within thirty (30) calendar days of receipt of the Advice of Rating Form (Appendix A) in accordance with Articles 5.1, 6.2 & 6.3, the following procedure shall apply:

- a) The incumbent(s)/union and/or the supervisor/employer may request reconsideration of the job description and/or the job rating by completing and submitting a Reconsideration Form (Appendix B), stating the reason(s) for disagreeing with the job description and/or the rating of the job.
- b) The JJEC shall consider the reconsideration request and make a decision which shall be final and binding upon the parties and all employees affected.
- c) The committee shall inform both the incumbent(s) and the supervisor of its decisions using the Review Decision Form (Appendix C).

Article 8 – Settlement of Disagreements within the JJEC

8.1. In the event the JJEC is unable to reach agreement on any matter relating to the interpretation, application or administration of the Joint Job Evaluation Program, the co-chairpersons of the committee shall request, within ten (10) working days, that each party designate an advisor to meet with the committee and attempt to assist in reaching a decision.

If, after meeting with the two (2) advisors appointed pursuant to Article 8.1, the committee remains unable to agree upon the matter in dispute, the co-chairpersons shall advise, in writing the employer and the union of this fact, within fifteen (15) working days.

8.2. Either party may, by written notice to the other party, refer the dispute to a Job Evaluation Referee who shall be selected by agreement of the parties.

8.3. The Job Evaluation Referee shall decide the matter upon which the JJEC has been unable to agree and their decision shall be final and binding on the JJEC, the employer, the union and all affected employees. The Job Evaluation Referee shall be bound by these Terms of Reference and the Job Evaluation Plan and shall not have the power to modify or amend any of their provisions. The jurisdiction of the Job Evaluation Referee shall be limited to the matter in dispute, as submitted by the parties.

8.4. The employer and the union shall be the parties to the process and shall have the right to present evidence and argument concerning the matter in dispute. The Job Evaluation Referee shall have the powers of an arbitrator appointed pursuant to the collective agreement and, in addition, shall have the authority to require the parties to present additional information and to require other person(s) to present evidence, as deemed necessary by the Job Evaluation Referee.

8.5. The Job Evaluation Referee fees and expense shall be borne equally between the employer and the union.

8.6. The time limits contained in the article may be extended by mutual agreement of the employer and the union.

Article 9 – Applying the Rating to the Salary Range

9.1. Job ratings serve to:

- a) Group jobs having relatively equivalent point values (this is commonly referred to as banding);
- b) Provide the basis upon which wage rate relationships between jobs are established;
- c) Measure changes in job content;
- d) Assign jobs to their proper pay grade in the salary schedule.

9.2. The total point allocation shall be used to determine the salary range for the jobs based upon the following template:

Pay Grade	Point Range
1	165 - 390
2	391 - 466
3	467 - 542
4	543 – 618
5	619 – 694
6	695 – 770
7	771 – 846
8	847 – 922
9	923 – 998
10	999 – 1074
11	1075 – 1150
12	1151 - 1226

9.3. If a job is rated at a pay grade with a salary range higher than their current wage rate for the job, the incumbent's rate of pay shall be adjusted to the higher pay grade on the new salary schedule, retroactive to the date the Reconsideration Form was submitted. The incumbent(s) shall retain the same step on any increment grid.

9.4. If a job is rated at a pay grade with a salary range lower than the current wage rate for the job, all incumbent(s) shall be pink circled

9.5. No incumbent will have their wages reduced following the re-evaluation of their job and the establishment of a new wage structure.

9.6. All economic adjustments negotiated from time to time shall be calculated upon the higher of the revised or previously existing job rate

per: Charlie Murphy per: _____
Charlie Murphy

per: David Clazie per: Don De
David Clazie

per: Chris Angelo per: _____
Chris Angelo

per: Brian Jardine per: _____
Brian Jardine

per: Lori Coxwell-Duncan per: James Cross
Lori Coxwell-Duncan
Marylou Cross

Date: November 4, 2015 Date: Dec 7, 2015

Appendix A – Advice of Rating Form

Job Evaluation Advice of Rating Form			
Job Title:		Job Number:	
Department:		Location:	
Subfactor	Definition	Previous Rating	New Rating
Subfactor			
Rational			
Subfactor			
Rational			
Subfactor			
Rational			
Employer Co-Chairperson:		Union Co-Chairperson:	
Date:		Date:	
<p>NOTE: If the Incumbent(s)/Union and/or the Supervisor/Employer disagree with the job description and/or the rating established for the job, you may request a reconsideration of the job description and/or rating by completing a Reconsideration Form and submitting it to the Joint Job Evaluation Committee within thirty (30) calendar days of receipt of this document. Reason for disagreeing with the job description and/or job rating must be included in the Reconsideration Form.</p>			
<p>Joint Job Evaluation Committee via Human Resources to send copies to:</p> <p style="text-align: center;"> <input type="checkbox"/> Incumbent(s) <input type="checkbox"/> Supervisor <input type="checkbox"/> Union </p>			

Appendix B – Reconsideration Form

<h3>Job Evaluation Reconsideration Form</h3>		
Incumbent's Name:		
Job Title:	Job Number:	
Department:	Location:	
Reason for Request:	Instructions:	
<input type="checkbox"/> Creation of a new job	Attach draft job description.	
<input type="checkbox"/> Six-month review of new job	Attach completed Job Analysis Questionnaire and draft Job Description.	
<input type="checkbox"/> Change in job duties and/or responsibilities	Attach completed Job Analysis Questionnaire and draft Job Description.	
<input type="checkbox"/> Disagree with rating and/or job description	Please explain rationale/reason for disagreement below.	
<input type="checkbox"/> Other	Please specify and explain below.	
Explanation of reason for reconsideration request:		
Request initiated by: <input type="checkbox"/> Incumbent(s) <input type="checkbox"/> Supervisor <input type="checkbox"/> Employer <input type="checkbox"/> Union		
Signature:		
Note: Please send to Joint Job Evaluation Committee via Human Resources. Human Resources will forward copies to:		
<input type="checkbox"/> Incumbent(s)	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Union

Appendix C – Review Decision Form

Job Evaluation Review Decision Form	
Incumbent's Name:	
Job Title:	Job Number:
Department:	Location:
Rating results: <input type="checkbox"/> No Change <input type="checkbox"/> Change in Points <input type="checkbox"/> Change in Band	
Current: Total Points: _____ Pay Grade: _____	
Adjusted: Total Points: _____ Pay Grade: _____	
Retroactive Date: _____ (MM/DD/YYYY)	
Comments:	
Employer Co-Chair:	Union Co-Chair:
Date :	Date :
Joint Job Evaluation Committee via Human Resources will forward copies to:	
<input type="checkbox"/> Incumbent(s) <input type="checkbox"/> Supervisor <input type="checkbox"/> Union	