

## **LETTER OF UNDERSTANDING: JOB EVALUATION**

1. The Parties agree to establish a joint Job Evaluation Committee (JEC) to investigate, evaluate and make recommendations concerning a mutually acceptable gender neutral job evaluation system and methodology for bargaining unit positions that is compliant with the Ontario *Pay Equity Act*.
2. The goal of this process is the development of a gender neutral, points factor job evaluation system that measures the following four job factors outlined in the *Pay Equity Act*:
  - Skill
  - Effort
  - Responsibility
  - Working conditions
3. The Committee will consider elements such as:
  - The gender neutrality of the system and the process
  - The accurate collection of job information (e.g. questionnaires, position descriptions) and obtaining information about positions (e.g. audits, interviews)
  - The number and description of the levels within the factors
  - The weighting of the factors
  - The sign-off requirements
  - Job evaluation process, including possible use of one or more job evaluation rating committees
  - Automated features of a system
  - Roles of the various stakeholders: incumbents, Managers, Human Resources, the Union
4. The Union's SES/U system will be considered as a potential basis for the development of an acceptable system.
5. The Committee will be made up of equal representation from the University and USW Local 2010 of 3 members each. Each Party is responsible for ensuring that it has alternate member(s) available in case of prolonged absence or the withdrawal of a member. The University or the Union, as applicable, will designate a replacement within 2 weeks of the notice of absence. Where absence is unavoidable due to illness or emergency, at least 2 members or alternates from each Party must be present for the meeting to proceed. Either Party may use the services of their own consultants or advisors.
6. Union representatives or their alternate(s) who attend meetings shall be released, at full pay and benefits, from their positions to work as required on the Committee.

7. The Committee will commence meeting no later than 5 months after the date of ratification and will meet regularly thereafter, with a view to completing its work, as described in paragraph 1, no later than 1 year after commencement of meetings.
8. The University will designate a resource person, to maintain records and schedule meetings and bring in information as required by the Committee.
9. A committee member from each Party shall be designated Co-Chair person, and the 2 Co-Chairs shall chair the meetings alternately.

**Dated this 13<sup>th</sup> day of April 2016**

**For the University:**



Heather Shields, Chief Spokesperson

**For the Union:**



Peggy McComb, Chief Spokesperson