

Schedule "A"

June 1, 2018
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HCO

Reference Data Set (RDS) - Audit Process:

The following are the steps in the Union Audit Process:

Pre-Audit Process

1. HR Job Evaluation Project Team (JEPT) conducts evaluations of positions included in the RDS.

Audit Process:

2. JEPT uploads "Audit Materials" to QShare and notifies the Union by email of the upload. Materials will be uploaded in accordance with timelines outlined in the *Audit Process: Proposed Timeline* (Schedule B).

The Audit Materials include the following:

- List of positions from RDS included in upload;
 - Evaluation sub-factor level ratings and rationales;
 - Raters' notes for the listed positions including any additional information considered;
 - Job Content Questionnaire outputs (pdf) downloaded from Qualtrics by HR JEPT for the positions listed.
3. Audits are to be completed in accordance with the timelines outlined in the *Audit Process: Proposed Timeline* (Schedule B) and results in the uploading of one of the forms listed below to QShare:
 - **Confirmation Form (CF):** The CF documents the Union's confirmation that the evaluation results have been audited and that the Union is not disputing the results at the time of signing the CF.
 - **Request for Re-Assessment Form (RRF):** The RRF documents the Union's areas of disagreement, rationale and suggested changes to the evaluation of the audited position(s).

A CF or an RRF will be completed for each position in the RDS. However, the completed CF or RRF will apply to all positions associated with the evaluation that is audited. (This means that a single CF or RRF will apply to all positions covered by a single JCQ).

4. The JEPT will review RRFs uploaded by the Union and:
 - If the JEPT is in agreement with the RRF, they will complete a CF and upload to QShare, notifying the Union of the upload. The revised evaluation results will be documented and a final iteration of the results prepared and uploaded.

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- If the JEPT does not agree with the RRF, the RRF will be scheduled for discussion at the next RRF meeting, as outlined in the Audit Process: Proposed Timeline (Schedule B).
5. If the Union and JEPT reach agreement on an RRF at the RRF meeting, a CF will be completed and the evaluation will be adjusted if required, and documented, in accordance with the outcome of the RRF meeting.
 6. If agreement is not reached at the RRF meeting, the Parties can agree to defer the resolution or refer the outstanding dispute to the respective consultants for discussion and final decision.
 7. The results of the consultants' decision will be captured in a CF and uploaded into QShare. The evaluation will be adjusted, if required, to reflect the decision of the consultants.