

## Schedule "D"

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### Evaluation and re-evaluation processes post JCQ launch

#### JCQ to be completed based on current work

- All JCQs should be completed based on the nature of the work currently being done in the role, even if that is not entirely consistent with the most recent iteration of the position summary.

If during completion of the JCQ, the manager notes that a position summary requires significant updating, then the current re-evaluation process should be followed in addition to finalizing and submitting the JCQ.

Until the commencement of the Transition Period (see below), managers will continue to submit evaluation and re-evaluation requests under the current process.

Any applicable retroactivity on salaries will adhere to the current process, in which salary adjustment or red-circling is applicable retroactive to the date indicated by the manager on the Position Re-evaluation Form (HR-FRM-039).

Where a significant change occurs (re-evaluation) in a position following the date on which the JCQ for that role was signed off by the manager and incumbents(s), and prior to the Transition period (defined see below), a new JCQ may need to be completed. A list of all re-evaluations done during this period (approximately 16 months) will be maintained and shared with USW. Analysis of these cases will be completed by the evaluators during the first 90 days following implementation of the new job evaluation system. This analysis would involve an assessment of changes made to the position summary pre-and-post re-evaluation and a comparison against the JCQ data submitted for the role. Where that analysis reflects changes that might impact the level of one or more sub-factors, a new JCQ would be completed and evaluated.

Disputes in this context would be subject to the Process to address Re-evaluation and disputes post-implementation (Schedule C).

- New Positions created following deadline for submission of JCQs

In addition to following the current practice for evaluation of new positions, where an entirely new position is created following deadline for submission of JCQs and up to and including 30 calendar days prior to the evaluation results being issued pursuant to the Job Evaluation Process (Appendix "A"), a JCQ will be completed by the employee and their manager. Incumbents in new bargaining unit positions will be given a reasonable familiarization period, if needed, prior to completing the JCQ. This is necessary to enable that incumbent to participate in the review of evaluation results and the subsequent

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Appeal Process. Any individual hired into a new bargaining unit position 29 days or fewer prior to the evaluation results being issued will not participate in the Appeal Process.

"New Position" means a position that the Employer determines is entirely distinct from anything currently in the bargaining unit. It is anticipated that very few New Positions will be created during this time period.

- Commencement of the Transition Period

The Transition Period commences approximately 60 calendar days prior to anticipated date of implementation of the new Job Evaluation System and ends no later than 60 calendar days following the implementation of the new job evaluation system.

Any re-evaluations submitted (in the queue) on or before the Transition Period commences will be processed under the current system.

No re-evaluations will be accepted under the current system during the Transition Period.

Any substantive changes that occur to an existing position during the Transition Period will be processed under the new system following the end of the Transition Period. Salary adjustments, if any, associated with changes during this period would be retroactive to a period no earlier than the implementation date for the new system.

New positions created during the Transition Period and prior to implementation of the new system will be evaluated under the current system and reviewed under the new system following implementation.

Requests to review position(s) that have substantially changed subsequent to the beginning of the Transition Period can be submitted under the new JE system beginning 61 calendar days following the implementation date for the new system, and any disputes will be addressed using the Process to address Re-evaluation and disputes post-implementation (Schedule C).