

## Schedule "I"

H. J. June 1, 2018  
[Signature]

### USW JE Project: Job Information Gathering stage (JCQs) - Treatment of Positions with Employees on Leave

#### Employees on Leave

JCQs will be distributed to the current incumbent only in a USW bargaining unit position.

Evaluation results for the Job Evaluation Process are distributed to the current incumbent only for review as part of the Appeal process.

Employees on leave, for any reason, from a position covered by a JCQ will not participate in the Job Evaluation Process while on leave from the position.

#### Scenario:

- Employee #1 the incumbent in the position completes the JCQ, but goes on leave prior to evaluation results being issued.
- Employee #2, incumbent in position when evaluation results issued. Employee #2 will receive the results and can participate in Appeal process, but not Employee #1.

#### In circumstances where a position is not backfilled during an employee's leave

If the employee returns from the leave up to and including 30 calendar days prior to the evaluation results being issued pursuant to the Job Evaluation Process, the employee may review an existing completed JCQ or complete a new JCQ. This is necessary to enable that employee to participate in the review of evaluation results and the subsequent Appeal Process.

Any employee returning from leave 29 days or fewer prior to the evaluation results being issued or at any later date will not participate in the Appeal Process. The employee will have an opportunity to review an existing completed JCQ or complete a new one, if appropriate.

Any disputes in this context by the employee, relating to either JCQ content or the evaluation results, would be subject to the Process to address Re-evaluation disputes post implementation (Schedule "C").

#### Employees on a Short-Term Work Break

- If the incumbent returns from short-term work break up to and including 30 calendar days prior to the evaluation results being issued pursuant to the Job Evaluation Process, a JCQ will be completed by incumbent and manager. This is necessary to enable that incumbent to participate in the review of evaluation results and the subsequent Appeal Process.

## Schedule "I"

- Any individual returning from a short term work break 29 days or fewer prior to the evaluation results being issued will not participate in the Appeal Process, but will have an opportunity to review the JCQ completed by their manager and by other incumbents in the case of a multi-incumbent positions.

Any disputes in this context by the employee on the short term work break, relating to either JCQ content or the evaluation results would be subject to the Process to address Re-evaluation disputes post implementation (Schedule "C").