

Job Evaluation Results & Appeals Phase

August 2020 | USW Virtual Town Hall Meetings

What you need to know



JOB EVALUATION:
YOUR VOICE,
YOUR PAY



Indigenous Acknowledgement

Aaniin, She:kon, Welcome,

We acknowledge that we gather today as members of United Steelworkers Local 2010, on territory, traditionally shared between the Anishinaabe and Haudenosonee peoples. We acknowledge and respect all treaties and agreements and through actions of reconciliation will ensure our Indigenous Members are recognized and respected within our Collective Agreements. We finally acknowledge the Indigenous Members of USW Local 2010 and their community that still today live, travel and work alongside us.

Miigwech, Nyawen'ko: wa, Thank you



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Zoom Meeting Details



- ▶ Members will log in via computer, tablet or phone
- ▶ If you join the meeting via phone, long distance charges may apply
- ▶ Add your full name (first/last) in your video window in advance so we can identify you; a USW Host may reach out to you to identify you and change your name. If you require assistance, please use the chat feature
- ▶ Use the chat feature (privately or to everyone) to submit your questions to the Moderator
- ▶ These meetings will not be recorded
- ▶ We ask that Members use the video feature in Zoom



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OVERVIEW

Take-aways

Background

Project Path

Appeal Process

Key Considerations

Town Halls | Multi-Incumbent Meetings | “let’s chat” sessions

Resources, Assistance and Contacts



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- ▶ Blackhole & bias
- ▶ Must be a transparent & understandable process (by law)
 - ▶ if you do not understand how you are evaluated, you must appeal
- ▶ JE Results (or JCQ data) must be reviewed by 3 Parties to be deemed as final:
 1. HR Evaluators (employer)
 2. USW Auditors (union)
 3. Employees/Members (you)
- ▶ Affects your monthly wages
- ▶ Only 3 possible outcomes to Salary Grid level:
 - ▶ Promotion; remain unchanged; red-circled
- ▶ Salary Grid information is not addressed during the Results & Appeals phase

Take-aways



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Take-aways



- ▶ Affects ALL bargaining unit positions RE: Career Mobility
- ▶ Only 3 possible Appeal outcomes:
 1. Agree; no information omitted, you understand your Sub-Factor ratings/scores
 2. Information was omitted that needs to be added
 3. Sub-Factor(s) were not sufficiently credited, or you do not know/understand if you were sufficiently credited (i.e. rating scale/scores)
- ▶ The JE Tool rating scale is:
 - ▶ 1 - 3 for some sub-factors
 - ▶ 1 - 5 for some sub-factors
 - ▶ 1 - 7 for remaining sub-factors
- ▶ JE Results reflect the **requirements of the job**, not the skills, capabilities or performance of the individual



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- ▶ JE Results are as of “time of JCQ submission” (e.g. October 2018)
- ▶ JE Results are linked to your current position
- ▶ 30-Day short window to appeal
- ▶ Managers should participate in the process, but they do not have to; you can submit an appeal without your Managers participation, approval or consent
- ▶ USW Town Hall/HR Info Session attendance is paid time off
- ▶ Groups: valid appeals for multi-incumbent groups requires 50% Member participation (e.g. if the group has 10 members, at least 5 must agree to appeal for it to be processed)



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Take-aways



Take-aways



- ▶ Groups: separate Appeal Forms can be submitted by each incumbent for a multi-incumbent position, including appeals citing concerns with different Sub-Factors or a single Appeal Form can be completed on behalf of more than one incumbent
- ▶ CAUTION: careful discussing your actual ratings with HR - they are the “evaluators”; their advice regarding ratings at this point in the process, *could* constitute a *conflict of interest*
- ▶ When Salary Grade notifications are circulated to Steelworkers in ~2021, the results will be deemed final and will not be subject to further appeal or the grievance procedure. The only appeal window is Aug 5 - Sept 4, 2020
- ▶ Do not understand your results - **APPEAL**
- ▶ Do not find the process transparent - **APPEAL**
- ▶ When in doubt - **APPEAL**



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Background

Purpose of the Job Evaluation Project

- ▶ The project was initiated to develop and implement a new transparent Job Evaluation system for positions in the USW bargaining unit

What is a Job Evaluation (JE)?

- ▶ JE is the process of systematically determining the value and relative worth of our positions/work/jobs (not the person) for the Employer and to create a position hierarchy (i.e. grade 2 vs. 9)

How our positions are evaluated and valued affects our annual compensation \$

Why is Job Evaluation Important to Us?

- ▶ Provides comparable pay for jobs of the same or similar value
- ▶ Provides a consistent method of gathering information about our jobs and evaluates them against a standard framework



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What is a Job Evaluation Tool/System?

- ▶ A Job Evaluation Tool/System ensures the comprehensive and objective analysis of the skills, efforts, responsibilities, and working conditions of a position (*4 factors prescribed by most Pay Equity Legislation worldwide*)
- ▶ Four items that comprise a Job Evaluation Tool/System:
 1. Sub-factors & definitions (rating scale)
[CONFIDENTIAL - withheld]
 2. Rationales
 3. Job Content Questionnaire (JCQ)
 4. Weightings & Levels
- ▶ A Job Evaluation Tool/System must be pay equity compliant in accordance with the *Ontario Pay Equity Act*

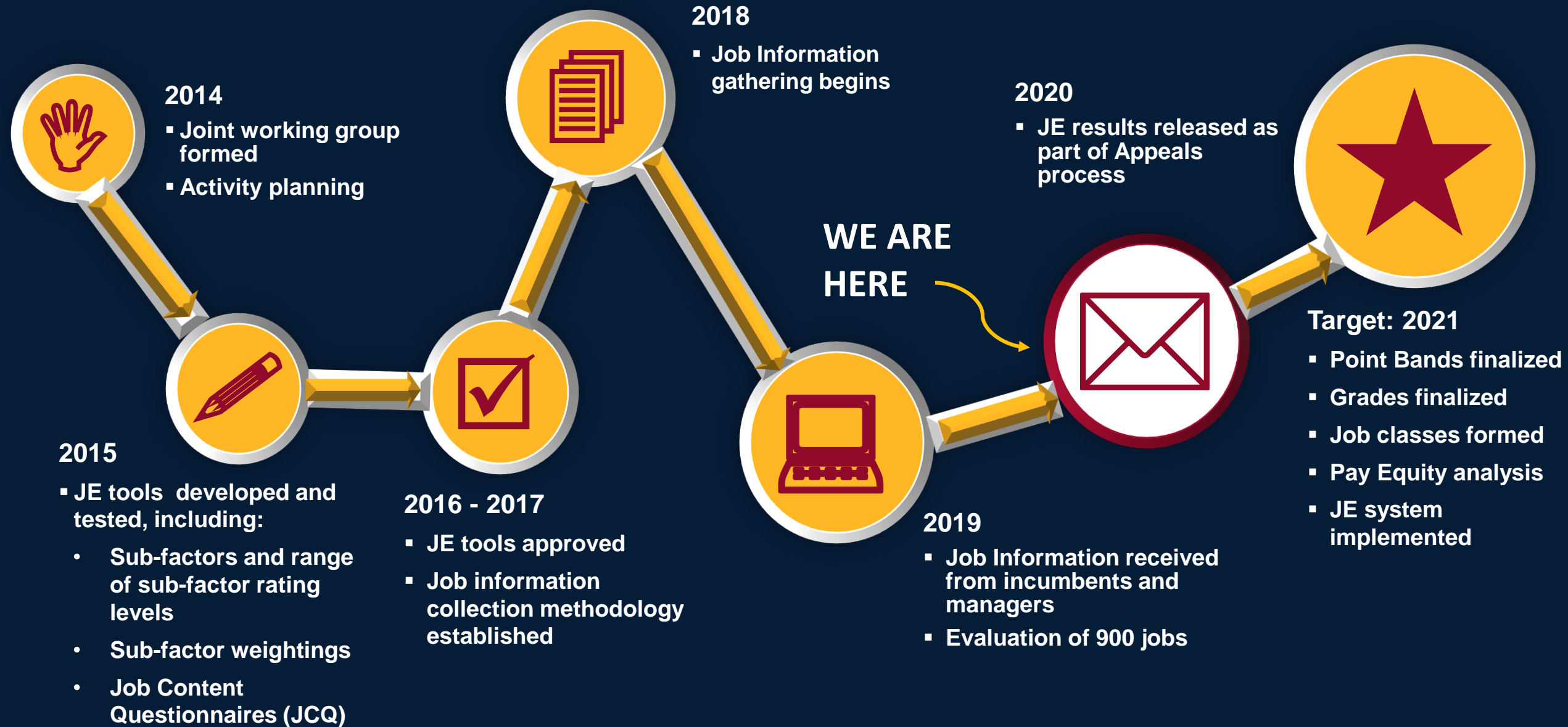


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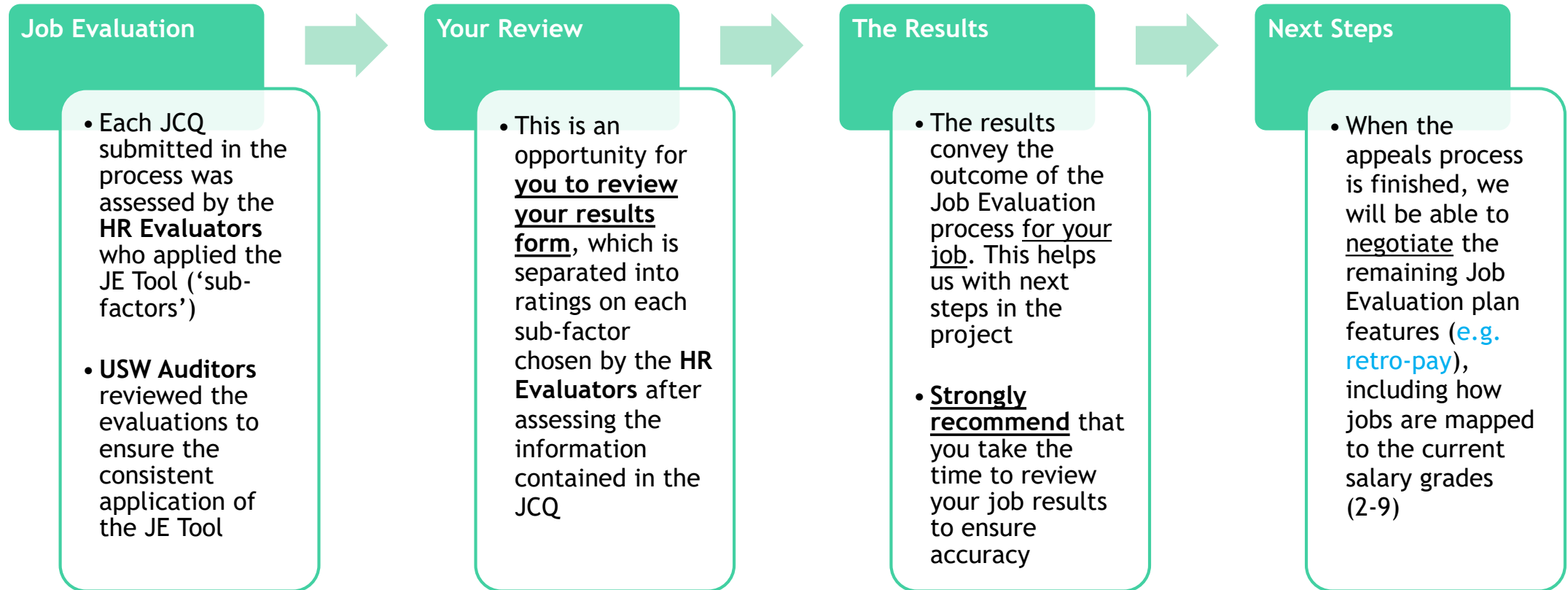


Queen's & USW Local 2010 Job Evaluation Project Path

Objective: Develop and implement an updated JE System



Project Path - where we are today



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Your Job Evaluation Results

- ▶ On August 5, employees and managers received an email with a link to the secure Job Evaluation Project website (SharePoint)
- ▶ To enter the site, you will need to enter your NET ID and password
- ▶ On the site, you can view project updates, FAQ's, Guide on how to read your job evaluation results, and appeals process information
- ▶ You can also access the JCQ and the results form for your job

Queen's & USW Local 2010 Job Evaluation Project Confidential

Home Project Background Job Evaluation Results Forms & JCQ's Information Sessions Appeal Process Help and Support Edit

+ New Page details Draft saved 6/26/2020 Edit Republish

Job Evaluation Results

Employees and Managers are asked to review the results of their JCQ's.... yadda yadda yadda... *needs to say "View my results" not "JCQ's"

News

+ Add

Queen's/USW JE Project Milestone achieved | Human Resources

Queen's/USW JE Project Milestone achieved. The Working Group on Job Evaluation (WGJE) recommended in June 2016 new job... 10 views

Queen's & USW Joint Job Evaluation Project Update | Human Resources

Queen's & USW Joint Job Evaluation Project Update. The Working Group on Job Evaluation



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Job Evaluation Results Form

Your results form includes the following information:

- ▶ **Sub-Factor Rating:** the rating the HR Evaluators agreed on based on the information provided in the content questionnaire
- ▶ **Description:** definition of the sub-factor rating
- ▶ **Notes:** additional information used by the evaluators, *when applicable*, in determining the sub-factor rating

Job Evaluation Results Form
Queen's - USW Job Evaluation

Position Title on the JCQ	Happiness Officer
Other or Related Position Titles on the JCQ	
JCQ #	000
Associated Position ID(s)	00000000; 11111111
Date	August 5, 2020

Sub-factor Area	Rating Information		Sub-factor Rating
	Description	Notes	
Education	Four-Year Bachelor Degree or equivalent. In addition, requires trade certification, qualification, or on-going learning to remain ahead of changes in technology or emerging fields.		5.5
Experience	More than 3 years and up to and including 5 years of experience	The evaluators considered the examples contained in Qs: 4.2-4.9 plus the elements associated with the duties, responsibilities and conditions.	5
Interpersonal and Communication Skills	Interactions require the ability to identify needs or requests and to provide recommendations for action or instructions, or to gain cooperation. Interactions may involve advising students.		3
Problem Solving and Complexity	Identifies and analyzes complex problems and situations and/or information. Develops solutions using considerable interpretation and research.		4
Supervision and Functional Guidance	Has ongoing responsibility for hiring and supervising 10 or more casual employees and/or work study students (at any one time) and/or has responsibility for supervising one or two continuing/term employees.		4



Appeal Process - 3 possible outcomes

Agree
with Sub-Factor Ratings
(no appeal)

No information was omitted from the JCQ at time of submission
Agree that the ratings reflect the job information provided in the JCQ

No further action is required
Results considered final

Information was omitted from JCQ at time of submission

Add omitted information to Sub-Factor section(s) on the Appeal Form **and** provide an explanation of how this additional information might affect the rating(s) of the Sub-Factor(s)

Contact USW Rep to assist with Appeal Form/Process
via jobeval@usw2010.ca

Submit Appeal Form to HR on or before September 4, 2020

Email copy of Appeal Form to USW via jobeval@usw2010.ca

Sub-Factor(s) were not sufficiently credited;
do not understand nor agree with 1 or more Sub-Factor Rating(s)

Fill out Sub-Factor section(s) on the Appeal Form for the area that was not sufficiently credited (considered) **and** provide an explanation of why you feel you were not sufficiently credited and how this might affect the rating(s) of the Sub-Factor(s)

Contact USW Rep to assist with Appeal Form/Process
via jobeval@usw2010.ca

Submit Appeal Form to HR on or before September 4, 2020

Email copy of Appeal Form to USW via jobeval@usw2010.ca

Appeal Process

- Appeal forms are available via fillable PDF that can be downloaded off the SharePoint site
- Visit the SharePoint site for information on the appeal process
- Submit appeal form via email to HR and USW at jobeval@usw2010.ca
- Deadline for submitting an appeal is **September 4, 2020**
- Do not understand your results - **APPEAL**
- When in doubt - **APPEAL**



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Key considerations

- ▶ Review of results can take between 2-4 hours; all Steelworkers can review their results during paid work time
- ▶ USW assistance with Appeal Process could take an additional 2 hours; Steelworkers can meet with USW Reps during paid work time
- ▶ Review your results quickly to ensure you have enough time for USW assistance in the event you determine you need to appeal
- ▶ Do not understand your results - APPEAL
- ▶ Do not find the process transparent - APPEAL
- ▶ When in doubt - APPEAL



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Town Hall Meetings

via Zoom



- ▶ Tuesday, August 18, 2020 at 1:30pm via Zoom
- ▶ Wednesday, August 26, 2020 at 12:00noon via Zoom (regular Membership Meeting timeslot)

Dates and times noted above have been emailed to Steelworkers

Reminder emails will be sent to your Queen's email; check your junk folder



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Multi- incumbent JE sessions

via Zoom

- ▶ For those Members who filled out their JCQ as a “group”
- ▶ Assistance with the review and appeals process (if applicable) as a “group” and reaching consensus
- ▶ USW will email all multi-incumbent groups shortly after August 5th release
- ▶ NOTE: valid appeals for multi-incumbent groups requires 50% Member participation (e.g. if the group has 10 Members, at least 5 must agree to appeal for it to be considered)
- ▶ Separate Appeal Forms can be submitted by each incumbent for a multi-incumbent position, including appeals citing concerns with different Sub-Factors or a single Appeal Form can be completed on behalf of more than one incumbent



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“let’s chat” JE sessions via Zoom



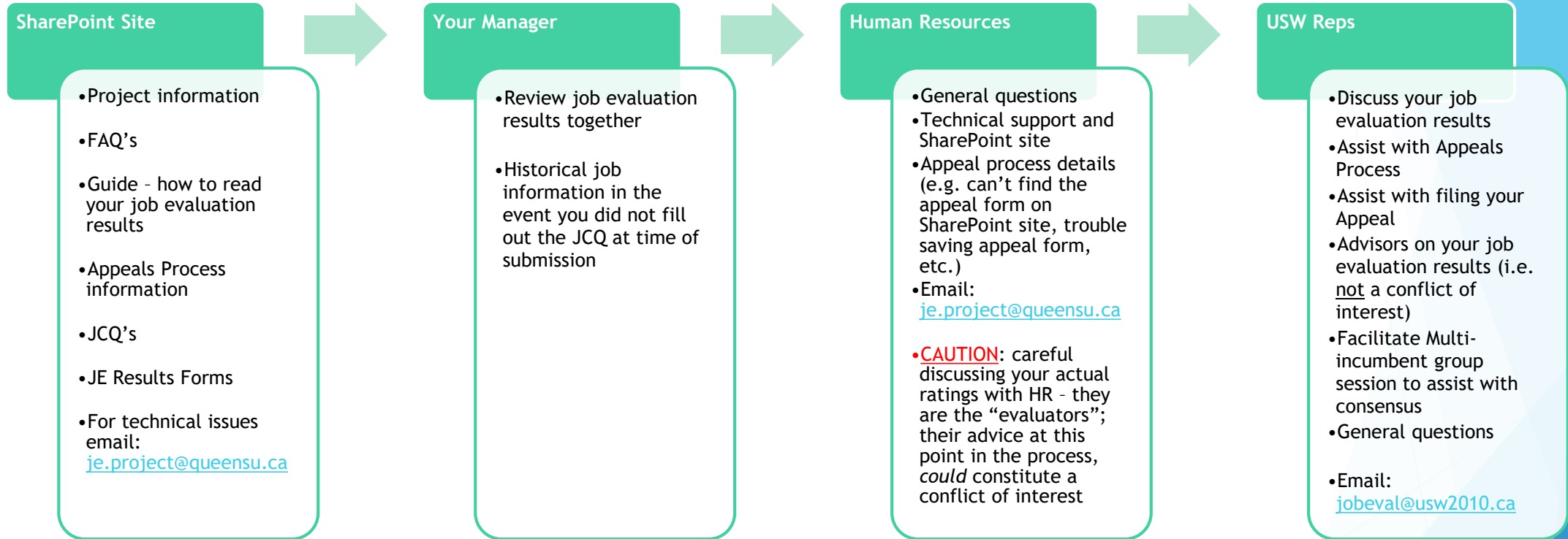
- ▶ Informal meetings
- ▶ Smaller groups - allows for better flow of conversation and the ability for everyone to be heard
- ▶ Tips & Tricks regarding the overall JE and Appeals process as it evolves
- ▶ Members can provide/seek feedback in a smaller group setting
- ▶ Let us know - what’s working and what’s not
- ▶ Discuss possible barriers understanding your job results in an open - comfortable - forum
- ▶ Email jobeval@usw2010.ca to book your “let’s chat” session early in August



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Resources & Assistance

The resources below are available to Members:



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Contacts



jobeval@usw2010.ca



www.usw2010.ca



facebook.com/usw2010



@uswlocal2010

- ▶ Email jobeval@usw2010.ca with your questions or to request assistance
- ▶ Visit our web site for information regarding the Job Evaluation process and appeals process
- ▶ Watch your email for updates throughout August and early September as the JE Project progresses
- ▶ The USW Office may experience higher-than-normal volumes of email inquiries during this process. *Please be patient with response times.*



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Question & Answers

chat line open



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