

Job Evaluation Results & Appeals Phase

August 26, 2020 | USW Membership Meeting



JOB EVALUATION:
YOUR VOICE,
YOUR PAY



Call to Order

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

- ▶ 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 Co-host** may reach out to you to identify you and change your name. If you require assistance, please use the chat feature
- ▶ As a reminder, attendance is recorded at all Membership Meetings for future election eligibility purposes
- ▶ Use the chat feature to submit your questions to the Moderator (privately or to everyone)



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Zoom Meeting Details

- ▶ This meeting will not be recorded *except* for the Motions/Voting process
- ▶ We ask that Members use the video feature in Zoom
- ▶ Due to our financial and privacy policies, we ask that Members do not take screen shots of this presentation via cell phones, tablets, etc.
- ▶ During the meeting, voting will be done by calling for objections rather than calling for “all those in favour”



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Roll Call of Officers

Reading of the Minutes of the previous Meeting

Called by:
Christina Salavantis,
Recording Secretary

Read by:
Christina Salavantis,
Recording Secretary
for July 29, 2020 - *deferred*



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Presidents Report

Financial Secretary
& Treasurer

Academic Assistant
Unit Chair

USW Staff
Representative

- ▶ *Deferred*
- ▶ July Monthly Financial Statements
- ▶ No Report
- ▶ No Report



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Special Committee Reports

Standing (Permanent) Committee Reports

Unfinished Business

- ▶ No Reports
- ▶ No Reports
- ▶ Job Evaluation Results and Appeals Phase - *defer*



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Good & Welfare

deferred

Adjournment

Motion & Vote required



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Job Evaluation Results & Appeals Phase

What you need to know



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OVERVIEW

Background

Take-aways

Appeal Process

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

Resources, Assistance and Contacts



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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*)

Factors	Sub-Factors
Skill	Education
	Experience
	Interpersonal and Communication Skills
	Problem Solving and Complexity
Responsibility	Supervision and Functional Guidance
	Planning and Coordination
	Impact of Decisions
Effort	Physical Effort
	Concentration
Working Conditions	Physical Environment/Health and Safety Risks
	Job Pressure



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What is a Job Evaluation Tool/System?

- ▶ Four items that comprise a Job Evaluation Tool/System:
 1. 12 Sub-factors & definitions (rating scale)
[CONFIDENTIAL - withheld]
 2. Rationales
 3. Job Content Questionnaire (JCQ)
 4. Weightings & Levels

- ▶ The JE Tool rating scale is:
 - 1 - 3 for some sub-factors
 - 1 - 5 for some sub-factors
 - 1 - 7 for remaining sub-factors

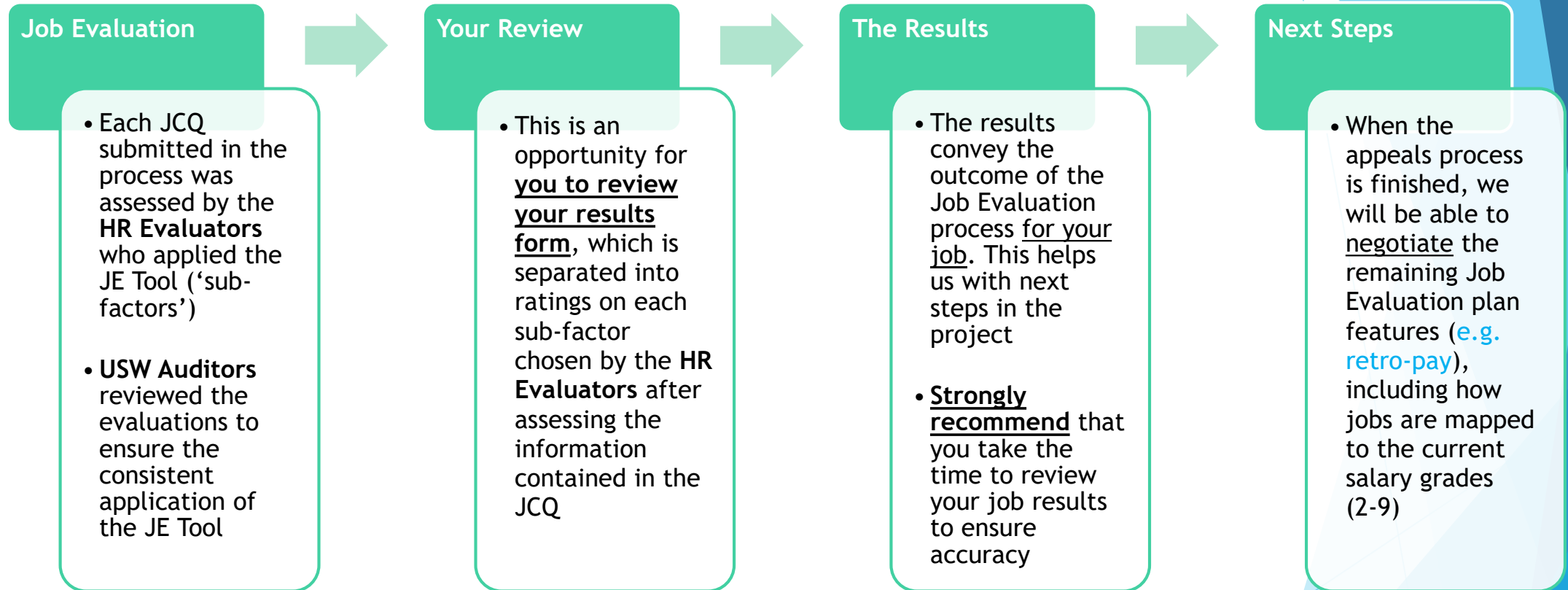
- ▶ A Job Evaluation Tool/System must be pay equity compliant in accordance with the *Ontario Pay Equity Act*



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Project Path - where we are today



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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



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- ▶ Job Evaluation affects your monthly wages
- ▶ Your JE Results do not include the grade of your current job. This will be determined when the appeal process has been completed.
- ▶ Only 3 possible outcomes to Salary Grid level:
 - ▶ promoted; remain unchanged; down-graded (red-circled)
- ▶ You are reviewing -- independently or as part of a multi-incumbent group -- the JE Results for your "current position"; if you have recently changed positions, you will not be reviewing the JE Results for your former position.
- ▶ You need to review/validate the information (work performed) included in your Job Content Questionnaire (JCQ) on the date it was submitted to Human Resources (e.g. October 2018, April 2019, etc.); you are not reviewing/validating work performed as of August 2020.
- ▶ JE Results reflect/assess the skills required, effort levels needed, responsibility levels, and working conditions of the job/position, not the capabilities or performance achievements of the individual. The job evaluation process is an assessment of the requirements of the position.



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Take-aways

Steps involved when reviewing your JE Results Form and JCQ:

- ▶ Open and re-read your JCQ.
- ▶ Determine the date on which you submitted your JCQ (e.g. October 2018).
- ▶ Determine whether or not you are reviewing your JE Results independently or as part of a multi-incumbent group
 - ▶ if you are part of a group, establish email contact with your group to begin the review process together.
- ▶ Read the "Guide to Job Evaluation Results" which will assist you in interpreting your JE Results.
- ▶ If you discover that information was missed or omitted from your JCQ on the date it was submitted to Human Resources (e.g. October 2018), you will need to submit an appeal to provide HR with the missing information so it can be evaluated.
- ▶ Additionally, if you believe that your JE Results have not been sufficiently credited (considered) by the HR Evaluators, in one or more of the 12 sub-factors, you will need to submit an appeal.
- ▶ It is possible that you may have to appeal based on missing or omitted information as well as if you believe you have not been sufficiently credited in one or more of the 12 sub-factors by the HR Evaluators.



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Take-aways

When should you Appeal (criteria):

- ▶ If the Job Content Questionnaire (JCQ) is missing information (omitted) or under-describes details about the work performed on the date the JCQ was submitted to Human Resources (e.g. October 2018), you will need to use the Appeal Form to submit the additional information to Human Resources to have your results reassessed;
- and / or
- ▶ If you do not feel that the HR Evaluators sufficiently credited (consider) all of the information provided in the JCQ on the date of submission to Human Resources (e.g. October 2018), in one or more of the 12 sub-factors, then you will need to complete and submit an Appeal Form to Human Resources to have your results reassessed.

Further details regarding the appeal process can be found on the USW or SharePoint websites.



Take-aways



Steps involved with submitting an Appeal:

- 1) Download the fillable PDF Appeal Form.
- 2) Complete and sign the Appeal Form.
- 3) Ask your manager to sign the Appeal Form (if appropriate/comfortable); your manager does not have to sign the Appeal Form for it to be submitted.
- 4) Email the completed/signed Appeal Form to je.project@queensu.ca by September 4, 2020 at 11:59 PM EST.
- 5) You and your manager will receive an email notification that your Appeal Form was received by Human Resources.



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Take-aways



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 via je.project@queensu.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 via je.project@queensu.ca

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 has emailed all multi-incumbent groups with additional details
- ▶ 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



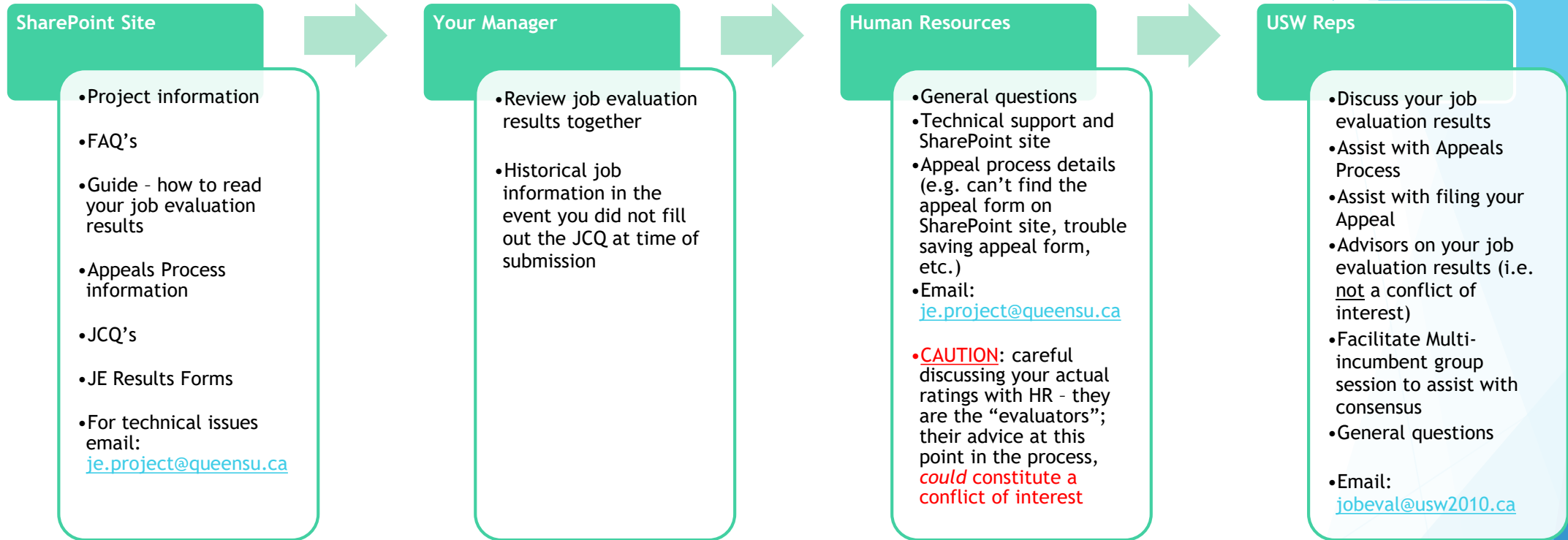
- ▶ Informal meetings
- ▶ Smaller groups - allows for better flow of conversation and the ability for everyone to be heard
- ▶ Tips & Tricks regarding the overall JE and Appeals process as it evolves
- ▶ Members can provide/seek feedback in a smaller group setting
- ▶ Discuss possible barriers understanding 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 the end of 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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