

USW Information Session

*USW Local 2010 and Queen's University
Job Evaluation Project*

Job Evaluation Results & Appeals Phase

Welcome



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



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 line
- ❑ Use the chat line to submit your questions to the Moderator (privately or to everyone)
- ❑ This meeting will not be recorded
- ❑ We ask that Members use the video feature in Zoom



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send questions via the chat line
for the Q&A session at the end



AGENDA



Introductions

Background & Overview

Mediation, Order, and Sub-Factor Description Chart

Key take-aways

Resources & Assistance

Reviewing your JE Results & Submitting an Appeal *(if applicable)*

Contacts & Reminders

Q&A Session



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What is a Job Evaluation Tool/System?

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

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*)

4 Statutory Factors of the <i>Pay Equity Act</i>	Factor Weights	Sub-Factors	Sub-Factor Weights
Skill	43%	Education	12%
		Experience	10%
		Interpersonal and Communication Skills	11%
		Problem Solving and Complexity	10%
Responsibility	32%	Supervision and Functional Guidance	10%
		Planning and Coordination	11%
		Impact of Decisions	11%
Effort	13%	Physical Effort	6%
		Concentration	7%
Working Conditions	12%	Physical Environment/Health and Safety Risks	4%
		Job Pressure	8%



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OVERVIEW

Summer / Fall 2020

- Job evaluation rating results released as part of the 2020 Appeals Process
- Appeals forms received
- Further activity associated with the Appeal Stage was put “on hold”

Winter / Spring 2021

- Job evaluation rating changes resulting from 2020 Appeals Process finalized
- The USW and University developed the job classes
- The point banding structure for the Salary Grid was issued/mandated by Arbitrator Trachuk by means of a binding Order

Summer / Fall 2021

- Updated job evaluation ratings results released, including the position’s salary grade under the new job evaluation system
- Employees and managers have another opportunity to submit a new Appeals Form
- 2021 Appeals Forms reviewed
- Job evaluation appeal outcomes to be communicated to Members & Managers



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Mediation

Order from Arbitrator Laura Trachuk

Disclosure of the Documents

“... 1. The parties have a dispute about what documents must be disclosed to members of the bargaining unit regarding the job evaluation system. Further to the January MOA, and as a result of the alternative dispute resolution process held on July 12 and 13,

“I order that only the following documents must be disclosed by the parties to members of the bargaining unit to ensure transparency of the job evaluation system without disclosing confidential administrative details and to address concerns about the transparency of the job evaluation system:

- a. the abbreviated subfactor level descriptions that have been agreed upon pursuant to paragraph 3 of the January MOA;
- b. the Plan (in its current draft form); and
- c. the Plan (in its final form).”

Banding Structure (point assignment and structure per pay grade)

“... 2. The parties have a dispute about the banding structure to be used for the purposes of the JE System. Having heard from both sides, I accept the University’s proposal for the banding structure. As part of this dispute the University argued the banding structure should be kept confidential and I have accepted that, **subject to the caveat that a Union officer may review the banding structure with a bargaining unit member in the context of future re-evaluation requests under Schedules C and D attached to the January MOA, but may not distribute or make available a copy (electronic or otherwise) to anyone.**”

Sub-Factor Description Chart

Rating levels and descriptions for each sub-factor

On the SharePoint Site you will find the **Sub-Factor Description Chart**, which outlines the rating levels and descriptions for each sub-factor.

The **rating scale** (i.e., number of rating levels) for each sub-factor

The **rating descriptions** of each rating level

Level	Education	Experience	Interpersonal Communication	Problem Solving and Complexity
Sub-factor Definition	This sub-factor measures the minimum level of formal education (or equivalent) required to perform the work.	This sub-factor measures the combination of prior practical and/or work experience and on-the-job training required to perform the work.	This sub-factor measures the type and level of interpersonal skills required to communicate effectively with regular contacts both within and outside of the university.	This sub-factor measures the scope, relative complexity and recurrence of problems and situations encountered on the job, the skills and knowledge applied to solve problems, and the variety and degree of interpretation and analysis.
1	Secondary School Diploma.	Up to 6 months of on-the-job training.	Interactions require effective listening and comprehension skills and the ability to work cooperatively with others.	Applies known solutions to simple and readily-understood problems.
1.5	Secondary School Diploma. In addition, requires on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Interactions require effective listening and comprehension skills and the ability to work cooperatively with others. In addition, one of the following is required: <ul style="list-style-type: none"> • Exchanges technical or administrative details • Addresses minor conflicts or complaints 	Does Not Exist
2	One-Year Post Secondary Certificate or Diploma.	More than 6 months and up to and including 1 year of experience.	Interactions require the ability to identify and respond to straightforward needs or requests. Relays straightforward technical, scientific or administrative information. May be required to relay unwelcome information or deal with minor conflicts/complaints. Will redirect more complex matters to others for resolution.	Identifies recurring problems and situations using established procedures and guidelines. Gathers and reviews available facts. Selects the best solution from clear alternatives and past practice.

Key take-aways



Mediation/negotiations between USW and the University regarding the *draft* Amended Pay Equity Plan, retroactive payments for Members moving to a higher salary grade, and compensation paraments for Members moving to a lower salary grade, concluded in July

A second and final appeals period is now open from **August 23 - September 13, 2021 at 4:30pm** whereby Members can submit appeals (*if applicable*) based on missing, understated/overstated and insufficiently credited information for your current job

Any job duties/task, including examples, that have been added to your position on an ongoing basis that may impact a sub-factor rating, should be included on the Appeal Form as missing information. *This is also relevant for positions that have been **graded the same or higher***

JE Results reflect/assess the **job/position**, not the capabilities or performance achievements of the **individual**

Appeals may be submitted whether or not an appeal was previously file in August/September 2020

Members from Multi-incumbent groups, may submit a single Appeal

Key take-aways

Only 3 possible outcomes to Salary Grid level: **remain unchanged**; **lower grade**; **higher grade**

For most positions, the Salary Grade level has **remained unchanged**

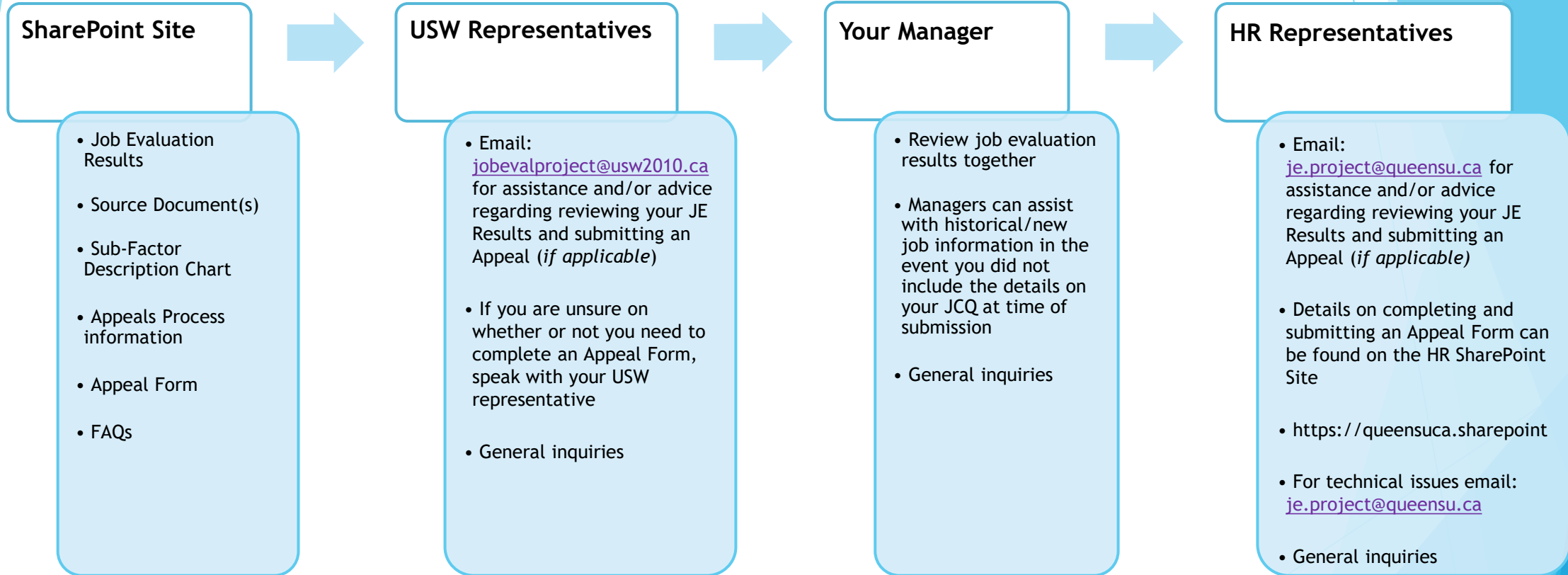
For positions that have been re-evaluated to a **higher grade**, Members will receive a lump sum payment on or before December 31, 2021, in lieu of a compensation adjustment retroactive to December 1, 2019

For positions re-evaluated to a **lower grade**, Members will maintain their current salary until their pay rate in the new grade exceeds their current salary; **AND** will be eligible to receive any future negotiated scale increases *(as described in the collective agreement)* on the effective date of the negotiated increase

There are no pay equity payments owing to Steelworkers

Resources & Assistance

You should have received an email on August 23, 2021 from HR, providing you with access to the Queen's and USW JE SharePoint Site. This site provides you with the Job Evaluation Results, Sub-Factor Chart, and Appeals Process information. Email je.project@queensu.ca if you did not receive a JE email invitation.



Reviewing your Results

Reviewing your Results

- Current grade under the old JE system, as well as the new grade under the new JE system are provided so you can assess the impact to your salary grade
- If you are **satisfied** with the impact to your grade, then no further action is necessary
- If you are **not satisfied**, then review the rating description for each sub-factor
- **REMINDER:** *please review your JE Results regardless of whether you have been graded the same or higher*

Reference the Sub-Factor Description Chart with rating details

- The sub-factor rating level and description for each sub-factor is provided on your JE Results Form
- Refer to the rating descriptions on the **Sub-Factor Description Chart** to understand how your rating falls within the rating scale
- If you are **satisfied** with your rating, then no further action is necessary
- If you are **not satisfied**, then refer to your job information to see if anything is missing, understated or overstated

Considerations for Submitting an Appeal

- **Does the sub-factor rating description appropriately reflect the job?**
 - If you answer **yes** to this question, no further action by you is required.
 - If you answer **no** to this question, complete an Appeal Form
- **Is there any information missing that might impact a sub-factor rating?**
 - If you answer **no** to this question, no further action by you is required.
 - If you answer **yes** to this question, complete an Appeal Form.



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Submitting an Appeal *(if applicable)*

Submission

- Email your completed Appeal Form to HR at: je.project@queensu.ca by **4:30p.m. on September 13th**
- Any appeals received after this date and time will not be reviewed
- Last chance for JE appeals

Next Steps

- You and your manager will receive an email notification that your Appeal Form was received
- The University will share your Appeal Form with the USW
- The USW and the University will review your Appeal Form

Communications

- The USW and University will attempt to reach agreement on the outcome of your Appeal
- If agreement by the Parties is **reached** on the outcome of your Appeal, you and your manager will receive a written confirmation regarding the outcome of your Appeal
- If agreement by the Parties is **not reached** on the outcome of your Appeal, your Appeal will move to the 3rd Party Reviewer Dispute Resolution Process



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Contacts & Reminders



jobevalproject@usw2010.ca



www.usw2010.ca



facebook.com/usw2010



@uswlocal2010



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- ▶ Send an email to jobevalproject@usw2010.ca or je.project@queensu.ca if you would like some assistance at any point in this process
- ▶ Watch your email for updates throughout the Appeals period (ends early next week)
- ▶ Reach out for guidance as needed
- ▶ Make note of the submission deadline for Appeals **(4:30pm on September 13, 2021)**
- ▶ The USW Office may experience *higher-than-normal* volumes of email inquiries during this process. *Please be patient with response times*



Question & Answers

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