

*USW Local 2010 and Queen's University  
Job Re-Evaluation Process  
Information Session  
May 3, 2023*

# Job Re-Evaluation Request Process

Welcome



## 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)
- ❑ **Questions** will be answered at the end of the presentation
- ❑ This meeting will not be recorded
- ❑ We ask that Members use the **video feature** in Zoom once the presentation begins



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for the Q&A session at the end



## *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



## *Introductions*

## *Human Resources*

**Melissa Morrison**  
Senior Director, Client Services

**Lisa Walsh**  
Senior Director, Employee and Labour Relations  
(ELR)

# AGENDA



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Introductions

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Background & Timeline Overview

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Job Re-Evaluation Request Process

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Breakdown & Pointers

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Retroactive Salary Adjustments

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Alternative Dispute Resolution (ADR) Process

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Resources & Assistance

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New Job Re-Evaluation Request Form (draft)

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Q&A Session



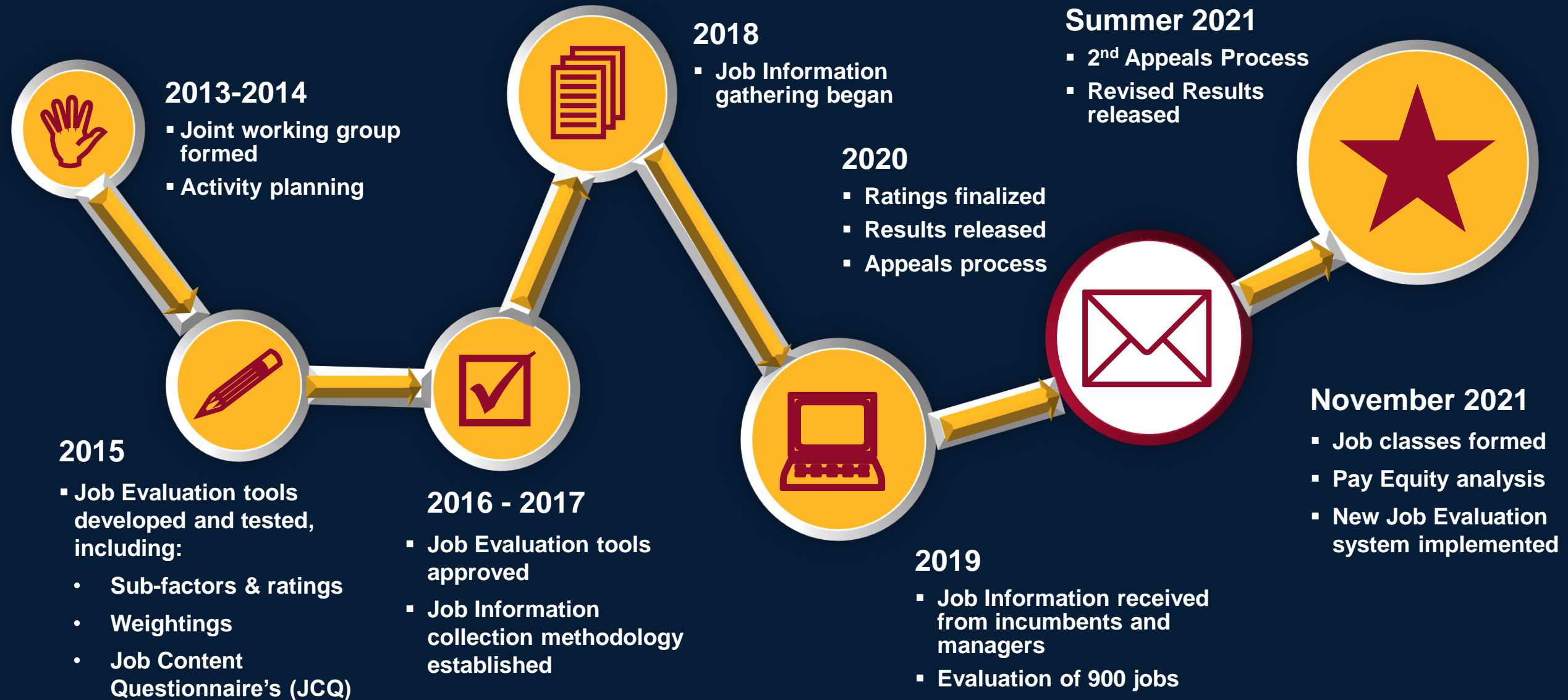
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# Background | Queen's & USW Local 2010 Job Evaluation Project

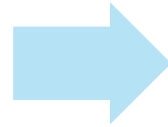
Objective: Develop and Implement an Updated JE System (2013 - 2021)



# Timeline Overview

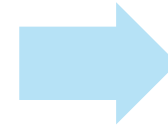
## Amended Pay Equity Plan

- Pay Equity analysis finalized fall 2021
- Amended Pay Equity Plan signed **November 5, 2021**
- Retroactive payments processed where applicable
- New Job Evaluation System implemented
- **Job Evaluation Project completed** (2013 - 2021)
- Moving forward, bargaining unit positions, including newly-created positions, will need to be evaluated/re-evaluated



## Hiatus & Pay Equity

- **Hiatus Dates:**  
November 6, 2021, to January 21, 2022
- **First Pay Equity Maintenance year:**  
November 6, 2021, to February 2023



## Job Re-Evaluation Request Process

- Letter of Understanding (LOU) dated June 1, 2018 - **Schedule C**
- Summer 2022 bargaining, Schedule C of LOU *became* **Appendix H** in Collective Agreement - *governing language*
- Process development for **Employee-requested Job Re-Evaluation** began winter 2023 - *ongoing*
- New **Re-Evaluation Request Form** will be available on HR web site **Monday, May 15, 2023**, under “Union and Associations” page for Steelworkers

# Job Re-Evaluation Process

## To Qualify for Re-Evaluation:

- 1) The position must be currently filled
- 2) The position must have undergone significant changes that are ongoing in nature
- 3) The incumbent must have held the position for at least 12 months

## Notes:

- Assignment of new duties that replace duties that are comparable or similar in nature to the former responsibilities of the position will not justify the initiation of a job re-evaluation dispute.
- A re-evaluation pertains to a position, not to the incumbent in a position or work performance



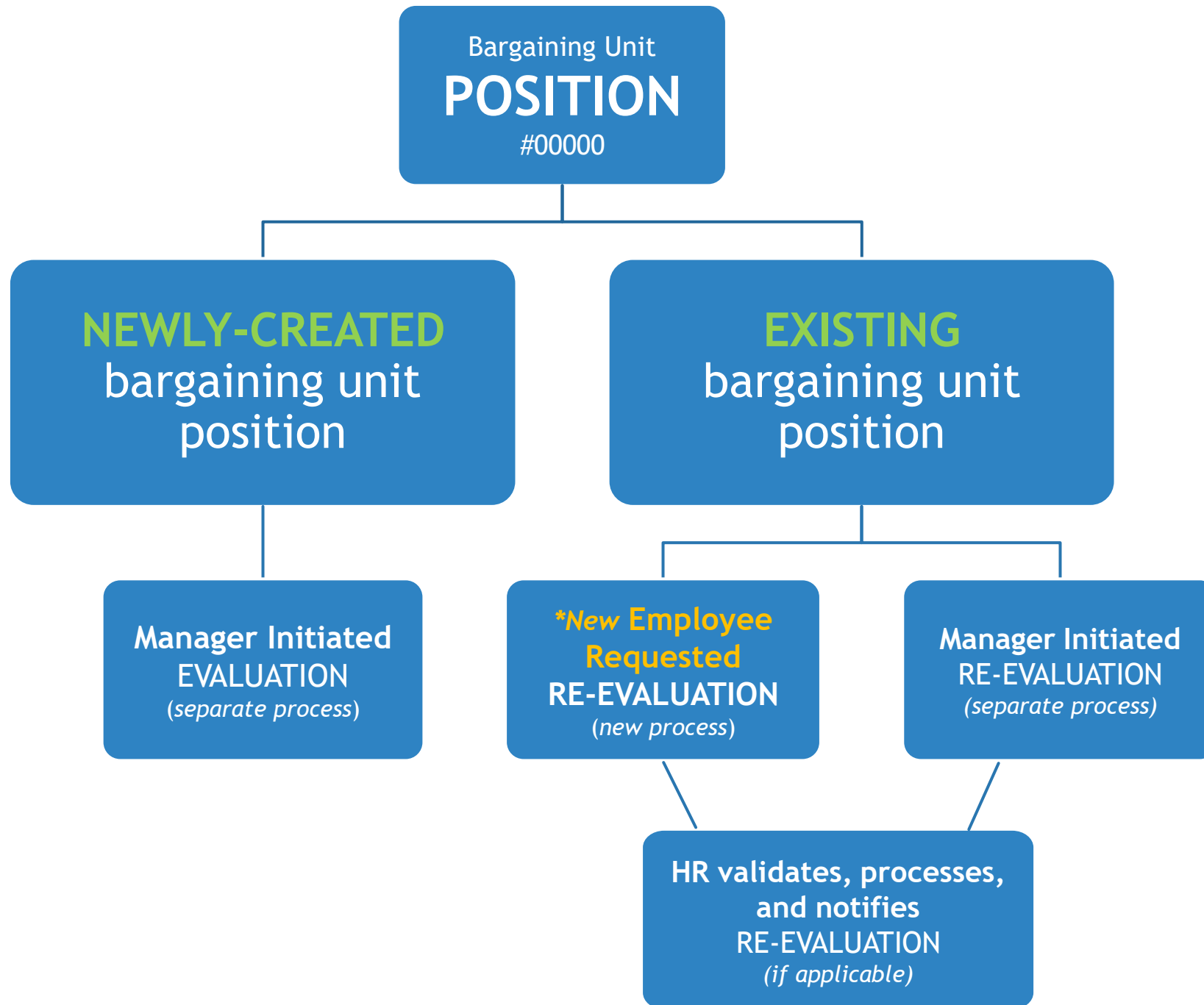
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Breakdown:  
Job Re-Evaluation Process



## Breakdown: Employee-requested Job Re-Evaluation Request Process

### Employee-requested

1. Must meet with Manager to discuss ongoing significant changes
2. Submit claim by email using the **Re-Evaluation Request Form**

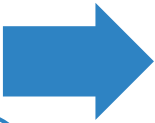
Manager will initiate the re-evaluation process if they believe significant ongoing change has occurred *(typically, within 30 calendar days following the completion of the meeting and the Form)*

If Manager does not respond or determines no significant change *(typically within 30 calendar days following the completion of the meeting and the Form)*  
If Steelworker wishes to proceed, they must request a meeting with Manager within 15 business days after Manager fails to respond or decides not to proceed  
Steelworkers may be accompanied by a Union Representative at this meeting. Email [contact@usw2010.ca](mailto:contact@usw2010.ca)

## Pointers when Requesting a Job Re-Evaluation

### Request Meeting with Manager

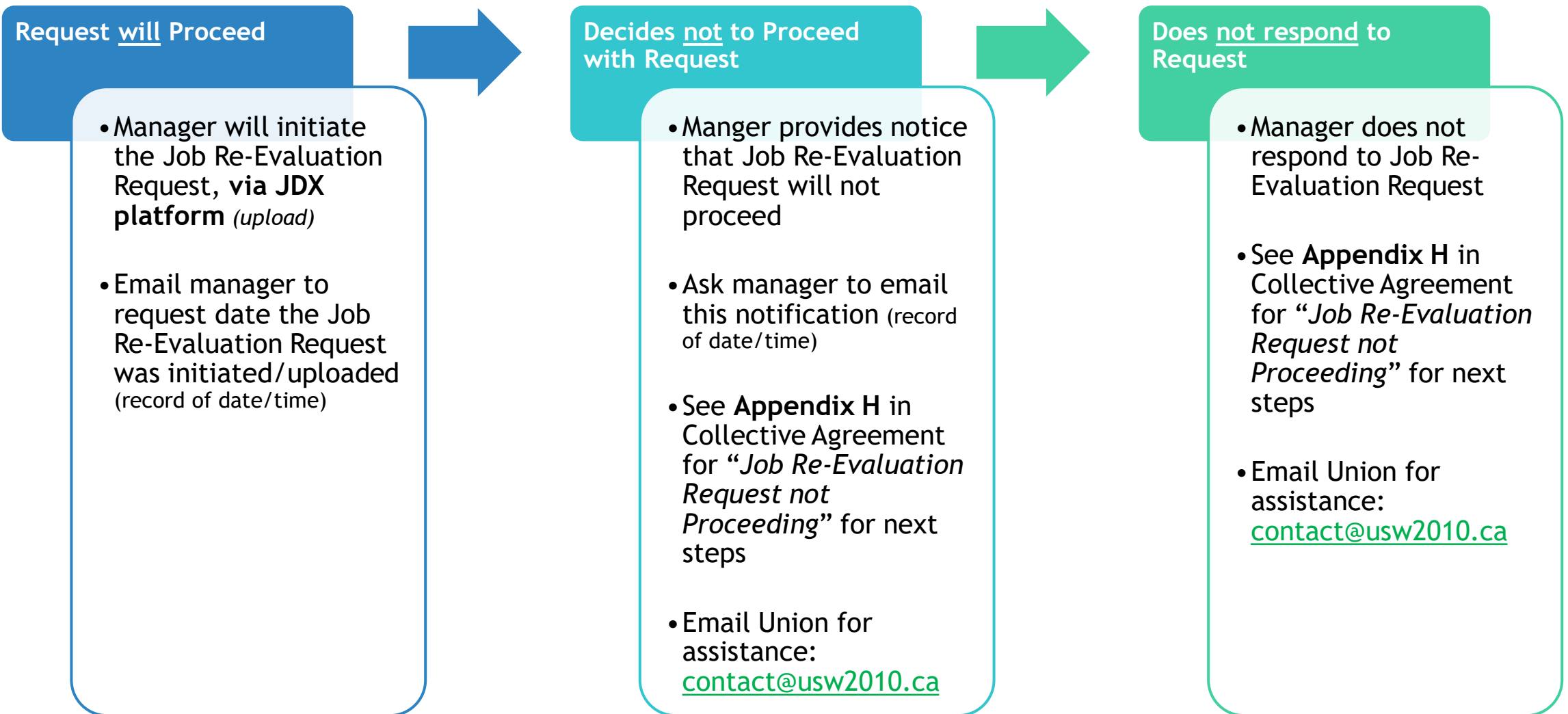
- Steelworker **must** email manager to request a meeting to discuss Job Re-Evaluation Request
- Emailing the **meeting request** to the manager provides a record of request (date/time)
- If manager does not respond, or does not meet, submit your claim/Form



### Submit Claim/Form

- Outline claim of ongoing significant change using **Re-Evaluation Request Form** (the “Form”)
- Include detailed examples of ongoing significant change on the Form
- Steelworkers **must** submit claim/Form by email to manager
- Emailing the Form to the manager provides a record of submission (date/time)
- **Helpful:** email copy of the claim/Form to Union: [contact@usw2010.ca](mailto:contact@usw2010.ca)

**Manager Responses - Following completion of the Meeting and the Form, typically within 30 calendar days, the Manager will:**



## Retroactive Salary Adjustments (if any)



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### Process for Retroactive Salary Adjustment (if any):

- Where the re-evaluation results in a salary grade placement change, the effective date will be the date indicated or agreed to by manager as day ongoing significant changes became effective.
- Where a manager decides not to proceed or does not respond to an employee's claim, following the dispute process set out in Appendix H of the Collective Agreement, if applicable the retroactive salary adjustment date is the day the employee requests the meeting with their manager and the Union (*if arranged*).
- Where the Alternative Dispute Resolution (ADR) mechanism is utilized, the retroactive salary adjustment date is determined by the Adjudicator.



## Dispute Resolution Process - Job Re-Evaluation Request not Proceeding

Stage	Steelworker	Manager/HR	Union
<b>Manager Response</b> <ul style="list-style-type: none"> <li>Decides not to proceed</li> <li>Does not respond</li> </ul>	Up to 15 days after manager response (or no response), to send email to manager requesting a meeting		
		As soon as possible, typically within 30 calendar days, manager to schedule the meeting  Steelworker can ask a Union Rep to attend	Union Rep can attend initial meeting with manager if requested by Steelworker
<b>If matter not resolved within 5 business days following the meeting</b>	Seek Union assistance in outlining in writing the nature of the changes considered as ongoing and significant		Union to submit written outline to HR
<b>Meeting of the Parties</b>		HR to schedule a meeting of the Parties within 10 business days of receipt of written submission from Union	
<b>HR Response</b>		HR to provide written response to Union and Steelworker within 10 business days following the meeting of the Parties  If agreement that significant change has occurred, manager will initiate the re-evaluation process	
<b>Matter not resolved</b>			Union may invoke the Alternative Dispute Resolution (ADR) mechanism as per Appendix H of the Collective Agreement

## Dispute Resolution Process - Job Re-Evaluation Rating Results

Where the re-evaluation results in a salary grade placement change, the effective date will be the date indicated or agreed to by manager as day ongoing significant changes became effective.

Parties will be discussing and agreeing upon the Alternative Dispute Resolution (ADR) terms of reference in the near future.



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## Resources & Assistance



jobevalproject@usw2010.ca



www.usw2010.ca



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- ▶ Meet with your manager and/or contact HR if you would like some assistance at any point in this process
- ▶ Watch the HR web site for the new **Re-Evaluation Request Form** and updates (see “Unions & Associations” page)
- ▶ Email your Union Representative or Union Office personnel for guidance as needed:
  - ▶ Union Reps: <https://usw2010.ca/stewards/>
  - ▶ Union Office: [contact@usw2010.ca](mailto:contact@usw2010.ca)



# New Job Re-Evaluation Request Form

view [draft](#) form



## Question & Answers

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