

PAY EQUITY

MAINTENANCE MANUAL

between

THE DISTRICT SCHOOL BOARD OF NIAGARA

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES

Local 4156

**(Office Clerical/Technical and
Instructional Support Staff Unit)**

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ARTICLE 1

PURPOSE

1. The purpose of this manual is to outline the procedures for the maintenance of the Joint Gender-Neutral Job Evaluation Programme in accordance with the general objectives and principles set out in this agreement pertaining to a Joint Gender-Neutral Job Evaluation Programme between C.U.P.E., Local 4156 (Office Clerical/Technical Unit) and the District School Board of Niagara.
2. To jointly maintain and implement a single gender-neutral job evaluation plan to achieve **Equal Pay for Work of Equal Value** for all jobs within C.U.P.E., Local 4156 (Office Clerical/Technical Unit). The plan will include these four main factors :
 - i. skill
 - ii. effort
 - iii. responsibility
 - iv. working conditions

ARTICLE 2 DEFINITIONS

The following definitions are to apply to the terms used herein and throughout the Job Evaluation Programme :

Collective Agreement	The collective agreement currently in effect between the District School Board of Niagara and C.U.P.E., Local 4156 (Office Clerical/Technical Unit)
Duty	Is made up of a number of tasks.
Factors	The four main criteria used to measure jobs are skill, effort, responsibility and working conditions.
Green-Circled Rate	The wage rate that is lower than the newly established wage rate.
Gender-Neutral	Any practice or programme which does not discriminate between men and women.
Incumbent	An employee assigned to a job.
Job	Is made up of a number of tasks.
Job Analysis	The process of determining and recording the tasks and duties of a job and the required skill, effort, responsibility, and working conditions involved in the performance of that job, through the use of questionnaires, interviews and work-site observation.
Job Analysis Questionnaire	The instrument used to collect and record job data and forms part of the job documents. This instrument is also referred to as a “Job Fact Sheet”.

Job Description	The written description of a job which includes a summary and a listing of the major duties and responsibilities.
Job Evaluation	A process which measures the value of jobs in relation to each other; this value is expressed in points.
Job Evaluation Plan	Contains the guidelines and degree levels for each subfactor used for evaluating a job.
Joint Job Evaluation Committee	The Committee responsible for the implementation of the job evaluation plan and which is made up of equal representatives from union and management.
Out-of-Schedule Rate	A wage rate that is in excess of the maximum rate determined through the job evaluation programme. This rate is established for a specific purpose and normally for a specified time.
Pay Grade	A designated salary range within the salary schedule including steps, if any.
Points	The numerical expression assigned to each degree with each subfactor.
Rating	The process of relating the facts contained in the job documents to the job evaluation plan and selecting the factor degree levels judged to be appropriate.
Rating Sheet	Records the facts and rationale for the degree levels assigned to each subfactor for each job.
Red-Circled Rate	The wage rate that is higher than the newly established wage rate.
Salary Schedule	A listing of job titles, point bandings and pay grades.
Sore-Thumbing Decision	The process of making an objective comparison of a rating made by the committee to previous rating decisions of similar and/or related positions.
Steps	One of a series of fixed rates on a salary schedule.
Subfactors	Are components of the four major factors.
Subfactor Degree Levels	The actual measurement levels within each subfactor.
Task	A unit of work activity which forms part of a duty; one of the operations that constitute a logical and necessary step in the performance of a duty.

7. The Committee shall meet as necessary at a mutually agreed upon time and place. Each member shall receive notice along with the agenda for the meeting at least forty-eight (48) hours before the meeting. Either party may call a meeting by giving written notice and this meeting shall normally take place within ten (10) working days of the delivery of the notice to the other party's Co-chairperson.

8. Either party to the agreement may engage advisors to assist its representatives on the J.J.E.C. Any such advisor shall be entitled to voice but not to vote and shall not be considered to be a member of the Committee.

ARTICLE 4 MANDATE OF THE J.J.E.C.

The J.J.E.C. shall implement and maintain the C.U.P.E. Gender-Neutral Job Evaluation Programme by :

- (a) Evaluating all the jobs using the job evaluation plan;
- (b) Maintaining the integrity of the programme;
- (c) Recommending to the parties changes to the job evaluation plan, its procedures or methods, as may be deemed necessary from time to time.
- (d) Recording the results and rationale on the rating sheet and completing the Advice of Rating Form. Copies of the Advice of Rating Form and job description will be provided to the J.J.E.C., Co-chairs, incumbent(s), supervisor and the Union.
- (e) Documenting decision criteria and precedents on an on-going basis for future committee reference.

ARTICLE 5 JOB ANALYSIS PROCEDURES AND RATINGS FOR NEW AND/OR CHANGED JOBS

1. The following general procedure shall be used to rate jobs :

(a) **Step 1**

A Job Analysis Questionnaire (Job Fact Sheet) shall be completed by the incumbent(s) and the supervisor. The completed questionnaire shall be submitted to the J.J.E.C. along with the copy of the current job description, if available. The questionnaire should detail any changes to the job resulting from new or changed circumstances of the job.

(b) **Step 2**

The Committee shall, if necessary, draft a new job description based on the information gathered. If further information is required, interviews shall be held with the incumbent(s) and/or the supervisor. The Committee shall submit the job description to the incumbent(s) and the supervisor for their mutual agreement. Amendments may be made to the proposed job description, as deemed necessary by the Committee, from the response of the incumbent(s) and the supervisor. Job Fact Sheets shall be signed by the incumbent(s) and the supervisor to signify their mutual agreement.

(c) **Step 3**

The job shall now be rated, based on the agreed-upon Job Fact Sheet or job description, in accordance with the job evaluation plan. The Committee shall also use information, if required, obtained from interviews with the incumbent(s) and/or supervisor and/or visits to the job site. The plan evaluates the skill, effort, responsibility, and working conditions involved in the job. Each of these factors is subdivided into subfactors which provide a standard against which each job is rated to determine its relative worth.

(d) **Step 4**

When the Committee has completed rating the job, it will advise both the supervisor and the incumbent(s) of the Committee's decision and will provide both with a copy of any revised job description.

2. In the application of the job evaluation plan, the following general rules shall apply :

- (a) It is the content of the job, and **not the performance nor the workload/volume of work** of the incumbent(s), that is being rated;
- (b) Jobs are evaluated without regard to existing wage rates;
- (c) Jobs are rated at the appropriate degree level in each subfactor by comparing the specific requirements of the job to the subfactor definition, and the description of each degree level;
- (d) The job analysis and rating of each job shall be relative to and consistent with the job descriptions and ratings of all other jobs rated under the plan;
- (e) Rating decisions shall include a sore-thumbing process to ensure consistency in committee decisions;
- (f) A Committee member shall be excused from rating their own job, the position of a direct subordinate, or any position where the rating of that job may place them in a conflict of interest situation.

ARTICLE 6

MAINTAINING THE JOB EVALUATION PROGRAMME

1. It is important that each party maintain accurate Job Fact Sheets and/or Job Descriptions and job ratings on an ongoing basis. Failure to do so will serve to damage the integrity of the programme.

2. Job Evaluation Procedures For Changed Jobs

Whenever the Board changes the duties and responsibilities of a job or the incumbent(s)/ Union feel that the duties and responsibilities of a job have been changed, or that the job description does not accurately reflect the duties and responsibilities of the job, the following procedures shall be followed :

(a) The incumbent(s) union or the supervisor/Board may request a job evaluation review by completing and submitting a Job Evaluation Reconsideration Form (Appendix A) along with a completed Job Fact Sheet and revisions to the job description. This information must be endorsed by the supervisor to ensure that the job is in fact required by the Board, as opposed to a job being done by the employee. All required documentation must then be submitted to senior administration and the appropriate Supervisory Officer(s) for approval before being acted upon by the J.J.E.C. In the event the supervisor does not endorse the information, the employee shall have the right to appeal to the appropriate supervisory officer or the Board's Senior Administration.

(b) Upon receipt approval of senior administration and the appropriate Supervisory Officer(s), the J.J.E.C. shall proceed to gather accurate, up-to-date information on the job. The gathering of information shall involve requesting the incumbent(s) and supervisor to complete an up-to-date job analysis questionnaire analysis along with revisions to the job description, if available. Where further information is required, interviews may be held with incumbents and/or supervisors and/or visits to the job site. Based on this information, the Committee shall update the job description if required.

(c) Where the duties and responsibilities and/or the job description has been changed, the Committee shall meet to rate each subfactor of the job, and to establish a new rating for the job and advise the incumbent(s) and/or supervisor of its decision (Appendix B). That rating of the job shall determine the pay grade for the job.

3. Job Evaluation Procedures For New Jobs

Whenever the Board establishes a new job, the following procedures shall apply :

(a) The Board shall prepare a draft job description or job fact sheet for the job;

(b) The J.J.E.C. shall meet and establish a temporary pay grade for the job, based on the draft job description or job fact sheet.

(c) The job shall be posted and any person appointed to the job shall be paid the temporary rate of pay in the temporary pay grade.

(d) Six (6) months after appointment to the job, the incumbent(s) and the supervisor shall complete an updated job fact sheet. This information must be approved by the appropriate Supervisor Officer(s) and senior administration. The job fact sheet shall then be submitted, along with any revisions to the job description, to the J.J.E.C. The description should be circulated for approval by the incumbent(s) and the supervisor. The signed-off job description shall be rated in accordance with the procedures set out in Section 5.

(e) If the pay grade increases as a result of the six month review, such increase shall be paid to each incumbent effective the date of his/her appointment to the job.

(f) If the pay grade decreases as a result of the six month review, the employee shall have the right to return to the position he or she held in the bargaining unit prior to appointment to the new job. Should that position no longer exist, the employee shall be entitled to exercise his or her displacement rights as set out in the Collective Agreement.

4. Job Evaluation Procedures For Disagreement With Rating

Whenever there is a disagreement with a job rating within sixty (60) days of receipt of the Advice of Rating Form in accordance with Articles 5 and 6, the following procedures shall apply :

(a) The incumbent(s) and/or the supervisor may request reconsideration of the job rating by completing and submitting a Job Evaluation Reconsideration Form, stating the reason(s) for disagreeing with the rating of the job.

(b) The incumbent(s) and the supervisor may, if requested by the J.J.E.C., make a presentation to the Committee.

(c) The J.J.E.C. shall consider the reconsideration request and make a decision which shall be final and binding upon the parties and all employees affected.

(d) The Committee shall inform both the incumbent(s) and the supervisor of its decision using the Review Decision Form.

(e) Unless otherwise determined by the J.J.E.C., an employee may not submit a Job Evaluation Reconsideration Form more than once every calendar year.

ARTICLE 7 APPLYING THE RATING TO THE SALARY RANGES

1. Job ratings serve to :
 - (a) group jobs having relatively equivalent point values (this is commonly referred to as banding);
 - (b) provide the basis upon which wage rate relationships between jobs are established;
 - (c) measure changes in job content;
 - (d) assign jobs into their proper pay grade in the salary schedule.
2. The total point allocation shall be used to determine the salary range for the jobs. Salary ranges are provided in the collective agreement.
3. If a job is rated at a pay grade with a salary range higher than the current wage rate for the job, the incumbent's rate of pay shall be adjusted to the higher rate of pay in the new salary schedule, retroactive to the date on the Job Evaluation Reconsideration Form. The incumbent(s) shall be placed at the appropriate step of the salary grid which provides for a wage increase over that of the former salary rate paid to the incumbent(s).
4. If a job is rated at a pay grade with a salary range lower than the current wage rate for the job, all incumbents in such job shall be identified as "Red-Circled".
5. Employees currently receiving a salary in excess of the new pay equity salary rates will continue to receive the red circled rate of pay until they permanently vacate that position at which time this position will be posted at the correct rate of pay or until the pay equity rate of pay reaches the red circled rate of pay. At this time, there will no longer be a red circled rate of pay and the employee will receive the correct rate of pay and all negotiated increases.

For the :

DISTRICT SCHOOL BOARD
PUBLIC
OF NIAGARA

Unit)

For the :

CANADIAN UNION OF
EMPLOYEES (Local 4156)
(Office Clerical/Technical

Date : _____

Date : _____

Appendix A

DISTRICT SCHOOL BOARD OF NIAGARA
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4156

JOB EVALUATION RECONSIDERATION FORM

Any employee and/or supervisor or the union or the employer, who disagrees with the job description and/or rating established for the job, may request reconsideration of the job description and/or rating by completing a Job Evaluation Reconsideration Form (Appendix A) and submitting it to the Joint Job Evaluation Committee.

Reasons for disagreeing with the job description and/or rating of the job should be included on the Job Evaluation Reconsideration Form. Please use additional pages, as required.

EMPLOYEE NAME :	
IMMEDIATE SUPERVISOR :	
JOB TITLE :	
LOCATION :	
DATE :	
SIGNATURE :	

REASON(S) FOR DISAGREEMENT :

Note : Forward original to the Human Resources Department for Distribution to (a) employee, (b) union secretary and (c) Joint Job Evaluation Committee

Appendix B

DISTRICT SCHOOL BOARD OF NIAGARA
AND
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4156

JOB EVALUATION REVIEW DECISION FORM

EMPLOYEE NAME :	
JOB TITLE :	
LOCATION :	
DATE RECEIVED BY COMMITTEE :	

DECISION : (A thorough review was done by the Joint Job Evaluation Committee and the following decision(s) was (were) reached) :

REASONS :

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