

SCHOOL DISTRICT 35

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Mrs. Donna Stephanson
President, CUPE 1260:

✓Mr. Henry Paterson
V.P & Chief Shop Steward
CUPE Local 1851:

Re: **JOB EVALUATION TERMS OF REFERENCE**

Attached are the revised Terms of Reference as per our meeting of Nov. 30, 1992.

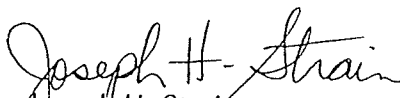
A provision on red circling is added as 6.2. The cost of Union members on the committee, item 1.2, is amended to show the District paying for one committee member from each Local. As this item is still outstanding, it is shown in bold italics. All other items have been agreed to.

It appears that the job analysis questionnaire could be prepared by one representative from each Local, Shirley Mathieson and myself. In view of this, and given the timeline for completion of this project, I suggest that we proceed with preparation and distribution of the job analysis questionnaire as soon as possible, rather than waiting for resolution of the matter of who pays for the cost of Union representatives. Please advise if you are agreeable to proceeding with preparation and distribution of the questionnaire.

We are interested in proceeding with this project as quickly as possible however we remain convinced that District funding of one Committee member from each Local is equitable. Given that this is a joint project with benefits for the Locals and their memberships, we believe that financial support for the remaining members by the Locals is appropriate.

If you have any questions regarding the attached Terms of Reference or possible resolutions to the payment for Union committee members please contact me.

Sincerely,


Joseph H. Strain,
Manager, Personnel Services

cc: P. Makortoff
K. Dyer

GENDER NEUTRAL JOB EVALUATION PROCESS

1. JOINT JOB EVALUATION COMMITTEE (J.J.E.C.)

- 1.1 Committee make-up shall be in accordance with the Letter of Understanding between School District No. 35(Langley) and CUPE Locals 1260 and 1851.
- 1.2 CUPE Locals 1260 and 1851 Committee members and any alternates appointed by CUPE Locals 1260 and 1851 shall be granted leave of absence with pay and without loss of seniority for periods of time spent working on the Committee. These members shall continue to have all rights and privileges of the Collective Agreement including access to the grievance procedure, promotional opportunities and wage increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of their present position. *The District will be reimbursed by CUPE Locals 1260 and 1851 for the wage and wage related costs of their respective committee members, except that the District will cover such costs for one Committee member from each Local.*

2. MANDATE OF THE J.J.E.C.

To develop a Gender Neutral Job Evaluation process as per the Letter of Understanding.

3. JOB ANALYSIS PROCEDURES & RATINGS FOR NEW AND/OR CHANGED JOBS

- 3.1 The following general procedure shall be used to rate jobs:

a) Step 1

A Job Analysis Questionnaire shall be developed and distributed for completion by the incumbent(s) and the supervisor(s). The completed questionnaire shall be submitted to the J.J.E.C., along with a copy of the current class specification (if one exists). The questionnaire should detail any changes to the job resulting from new or changed circumstances.

b) Step 2

The Employer shall draft an up-to-date class specification based on the information gathered. Where further information

is required, interviews shall be held with the incumbent(s) and the supervisor(s). The Employer shall then submit the class specification to the incumbent(s) and the supervisor(s) for their agreement on the accuracy of the specification. Amendments may be made to the proposed class specification, as deemed necessary by the Employer, from the response of the incumbent(s) and the supervisor(s). When agreed upon, the class specification shall be signed by the incumbent(s) and the supervisor(s) to signify their agreement with the accuracy of the contents. The specification will then be forwarded to the J.J.E.C. for rating.

c) Step 3

The job will then be rated, based on the agreed-upon class specification, in accordance with the Job Evaluation Plan. Additional information, if required by the J.J.E.C., may be obtained from the completed questionnaire, interviews with the incumbent(s) and supervisor, and/or visits to the job site.

d) Step 4

Information on the rating results will be provided to the incumbent(s) and supervisor(s).

3.2 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 of the incumbent(s), that is being rated;
- b) jobs are evaluated without regard to existing wage rates;
- c) jobs are placed 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;

4. APPEALS OF THE J.J.E.C. RATINGS

- 4.1 Either the incumbent(s) or the supervisor(s) may request reconsideration of the class specification and/or the job rating by completing and submitting such request in writing stating the reason(s) for disagreeing with the class specification and/or the

rating of the job. Any such request shall be submitted within fourteen (14) days of receipt of notification. Both the incumbent(s) and the supervisor(s) shall be permitted to make a presentation to the Committee. The J.J.E.C. shall consider the request and make a decision which shall be considered final and binding upon the parties and all employees affected. The Committee shall inform both the incumbent(s) and the supervisor(s) of its decision.

5. SETTLEMENT OF DISAGREEMENTS

- 5.1 In the event the J.J.E.C. is unable to reach unanimous agreement on the rating of any position, the matter shall be handled in accordance with the Grievance Procedure contained in the Collective Agreement between the parties.
- 5.2 The Arbitration Board shall be bound by the Job Evaluation Plan and supporting documentation and shall not have the authority to modify or amend any of the provisions.

6. IMPLEMENTATION

- 6.1 The J.J.E.C. shall report its recommendations to the parties for ratification and negotiation of the terms of implementation.
- 6.2 If a position is reclassified downwards, the wage rate paid to the incumbent shall be red-circled in accordance with Article 19 of the collective agreement.

On behalf of CUPE 1260

On behalf of School District No. 35

On behalf of CUPE 1851
