JOINT JOB EVALUATION MAINTENANCE PLAN FOR LOCAL 107

PURPOSE
To outline maintenance procedures for the Joint Job Evaluation Plan.

POLICY
The Joint Job Evaluation Plan shall be maintained in accordance with the procedures listed below.

PROCEDURES

1. **JOINT JOB EVALUATION STRUCTURE**
   
a) The J.J.E.C. Maintenance Team shall consist of six (6) members – three (3) employer representatives and three (3) A.T.U. Local 107 representatives.

b) It is the responsibility of the Compensation Specialist, Human Resources, along with the Director of Transit to call and coordinate J.J.E.C. meetings as dictated by the necessity of jobs to be evaluated or reevaluated.

2. **TRAINING FOR NEW J.J.E.C. MEMBERS**
   
In the event that a member of the J.J.E.C. is to be replaced, it is agreed that,

a) the new trainee to the J.J.E.C. will be nominated by the sector that member represents (i.e. employer representatives replace employer representatives and Union representatives replace Union representatives). Membership will be subject to the approval of the job Evaluation Steering Committee.

b) The new trainee to the J.J.E.C. will familiarize themselves with the documentation provided by the J.J.E.C. (i.e. Pay Equity Legislation, Letter of Intent, Rating Manual).

c) The new trainee to the J.J.E.C. shall observe a rating session and conduct practice ratings before actually becoming a committee member.

3. **DESIGN/MAINTENANCE OF JOB DESCRIPTIONS**
   
a) It is agreed that the employer shall exclusively design, assign duties and responsibilities for all jobs and shall prepare all job descriptions.

b) It is the responsibility of both the employer and the incumbent (s) to ensure that job descriptions are current, accurate and reflective of the duties the employee is required to perform.

c) Where organizational restructuring or individual job restructuring appear to have impacted the job description or the job rating, a rating review should be initiated. (Refer to Section 7 of these procedures)

d) The agreed upon job descriptions and job ratings which are in effect (from the effective date that the Job Evaluation Program is implemented) and any that may subsequently be agreed upon shall continue in effect unless,

e) the job content is changed: or,

f) the job rating is changed as a result of a rating review or appeal; or,

g) the job is terminated.
4. **RATING EXISTING JOBS**

When change or accumulation of changes in the content of any job occur,

(a) the job description and related documents shall be amended accordingly and submitted, along with a completed request form, to the Manager of Human Resources.

(b) The job shall be referred to the J.J.E.C. Rating Team.
    If required, the job shall be rerated.

5. **RATING NEW JOBS**

Whenever H.S.R. decides to establish a new job, the following procedures shall apply.

(a) The employer shall prepare a job description for the new job. The description and other pertinent Job Evaluation information will be forwarded, along with a completed request form, to the Manager of Human Resources.

(b) The job shall be referred to the J.J.E.C. Rating Team to be rated.

6. **RATING TEMPORARY JOBS**

a) Temporary positions which are new and unique will undergo J.J.E.C. evaluation as soon as possible following the formal request for review, once all documentation is complete and validated by the Compensation Specialist in Human Resources.

b) Temporary positions whose job descriptions are identical to an existing rated position will not be evaluated by the J.J.E.C.

7. **BASES FOR JOB RATING REVIEW**

7.1 Bases for rating review are,

(a) changes to existing job duties, responsibilities and requirements which may affect the job’s rating.

(b) The establishment of a new and unique permanent job.

(c) The establishment of a new and unique temporary job.

7.2 **INITIATING A REQUEST FOR A RATING REVIEW**

a) A request for a rating review may only be submitted if the job description does not reflect the current duties and responsibilities of the job in question.

b) A rating review may be initiated by an incumbent or the employer and shall be in writing, on a form provided for such a request, giving substantiating data for the review.

c) The request shall be forwarded, through proper supervisory channels, to the Division Head for review and comment and then to the Manager of Human Resources who shall forward the request to the J.J.E.C. Rating Team.

d) Incumbent(s) and supervisor(s), if required, may be included at a rating session proceeding to clarify information. They shall not be included in the actual rating process.
8. **APPEALS**

8.1 An appeal can only take place after a rating review. The incumbent(s) or the employer may initiate an appeal. The appeal shall be in writing, on a form provided for such request, with substantiating reasons for the appeal.

8.2 An appeal must be initiated within thirty (30) days of the date the incumbent is notified, in writing, of the results of the rating review.

8.3 For jobs that are appealed, the pay rate will remain unchanged until the appeal is resolved.

9. **SALARY ADMINISTRATION**

a) Any salary adjustments resulting from the Joint Job Evaluation process shall be effective from the date of the request.

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**JOB DOCUMENTATION POLICY**

**PURPOSE**

Job Documentation is required for all positions within the Transit Division of the Public Works Department within the City of Hamilton. Documentation submitted will reflect the significant aspects of the work assigned by management and the standard that management realistically expects the work to be performed to. In addition, it will also describe the essential qualifications and experience required for the job, as well as the physical demands involved.

**POLICY**

I. Job documentation must reflect actual organization requirements. It must reflect what is currently being done in the job or what will be done soon after the job is filled.

II. Where there is an incumbent, he/she will also have input into the development of the job documentation.

III. Job documentation is to be certified by the work Supervisor and authorized by the Divisional Manager. Supervisor conveys that the essential elements of the job have been described and that the information is accurate. The Divisional Director’s authorization confirms acceptance of the responsibility for describing the job and its organizational relationships clearly and accurately.