CUPE 5167
JOINT JOB EVALUATION
APPEALS COMMITTEE
Overview of JJEAC
(Joint Job Evaluation Appeals Committee)

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• Confidentiality Agreement
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JJEAC - Joint Job Evaluation Appeals Committee
What is the JJEAC?

- A joint committee appointed by the Employer and the Union to deal with appeals lodged by the incumbent(s) and/or management with respect to the rating of a job
- Ensures fairness and maintains integrity in the CUPE 5167 Job Evaluation process
- Meets (as required) to review appeals under the CUPE 5167 Joint Job Evaluation Program
Membership on JJEAC?

- Diversity of employees represented from across the organization (balance of male/female; variety of Departments and different types of job classifications)
- Strictly volunteer – no additional compensation
- Personal biases and/or personal labour relations issues will not be tolerated on the Committee
- Confidentiality Agreement
Confidentiality Agreement

CUPE 5167 Job Evaluation Program
JOINT JOB EVALUATION APPEALS COMMITTEE
Confidentiality Agreement

I, ______________________, promise to respect and preserve confidentiality in all matters related to the business of the CUPE 5167 Job Evaluation Program. This includes any and all information relating to the responsibilities and functions of the CUPE 5167 Joint Job Evaluation Program and the CUPE 5167 Joint Job Evaluation Appeals. I acknowledge and understand that the Human Resources Department is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
Confidentiality Agreement Cont’d

Except as may be required by law or for the purpose of discharging my responsibilities under the CUPE 5167 Joint Job Evaluation Program, I will not divulge or discuss any matter that is under consideration by the CUPE 5167 Joint Job Evaluation Program or the CUPE 5167 Joint Job Evaluation Appeals Committee, nor will I divulge any personal information relayed to me, or to which I may have access, to anyone within or outside of the Human Resources Department. I will not access any information for any purpose other than for those activities legitimately arising out of my CUPE 5167 Joint Job Evaluation Program responsibilities. I will not access, permit access or share information for my own purposes or purposes unrelated to the CUPE 5167 Joint Job Evaluation Program's legitimate business for any reason, except as may be required by law.
Confidentiality Agreement Cont’d

If I have any questions related to confidentiality, appropriate access to and use of departmental records and information or the application of MFIPPA, I agree to consult the Director, Organizational Development & Client Services for assistance.

I understand that failure to abide by this agreement will result in removal from the JJEAC Committee and may result in disciplinary action up to and including the termination of my employment.

I also acknowledge receipt of a copy of this agreement.

_______________________ _________________________
Employee Signature Witness Signature

Date Date
Composition of JJEAC

• A pool of members from management and the union will be trained in job evaluation (approximately 12 each)
• Six members (three from management and three from the union) will sit on the committee at any one time and will use their knowledge to ensure that the City’s CUPE 5167 JE Plan is applied in a consistent manner for the maintenance program
• The employer will select management representatives and the union will select union representatives
• JJEAC members will be ‘appointed’ and ‘serve’ at the pleasure of management and the union respectively
• JJEAC members will be rotated to ensure and maintain current knowledge of the Job Evaluation Plan
General Rules for Committee Members

• Review and evaluate only what has been appealed
• Understand the Rating Manual
• Assign appropriate degrees in all factors based on job documentation
• Properly utilize the Rating Manual when evaluating jobs
• Reach consensus on all ratings
• Maintain ‘Notes To Raters’
• Conduct site visits as required
• Interview Incumbent(s) and Supervisor as required
• Promptly notify Compensation Section if unable to attend to ensure a replacement can be found
General Rules for Committee Members Cont’d

• A JJEAC member may not participate in the rating of a position if a conflict exists:
  – The member is the incumbent appealing the evaluation
  – A member is in a position to benefit personally or operationally from the results of an evaluation
  – A member works within the same Division as the position to be reviewed
  – The member is part of a generic classification for which another incumbent has appealed
  – The member is the immediate supervisor of the position to be reviewed
  – The member is related to the incumbent in the position

• Members must declare a ‘Conflict of Interest’
General Rules for Committee Members Cont’d

• Committee Members will not ‘represent’ or ‘advocate’ in the rating process for jobs within their Department/Division or job family

• All decisions (ratings) shall be signed by the JJEAC members

• If the JJEAC is unable to reach consensus, the rating of the job shall be referred to a sole Arbitrator

• Members are not allowed to release results or discuss committee deliberations with anyone outside of JJEAC and/or the Compensation Section

• Attend regular refresher meetings
Compensation Section Responsibilities

• Call and coordinate JJEAC meetings
• Arrange union leaves for union representatives
• Provide assistance, advice and guidance to JJEAC
• Provide summary reports of ratings
• Provide organizational charts
• Provide job comparators for Committee’s consideration to ensure consistent application of the Job Evaluation Plan
• Coordinate site visits & interviews with incumbent(s) and supervisors
Compensation Section
Responsibilities Cont’d

• Ensure appropriate conduct of JJEAC
• Arrange for clarification of information, as required, by the parties
• Maintain original Job Evaluation documents
• Touch base with JJEAC throughout the day to check on progress and ensure the Committee has available resources
• Conduct research on behalf of JJEAC ie. internet research on job knowledge
• Do not participate in deciding appeals
What next?

This is Your Opportunity

• To let us know if you are interested in being a member of the JJEAC by January 26, 2006

AND

• To let us know if it is operationally feasible to be released from the workplace to participate on the Committee
Training

• Joint Training will be conducted by trained Compensation Specialists and the CUPE 5167 National JE Representative
• Training is Mandatory
• March 28, 2006 & March 29, 2006 (all day)
• Thorough explanation of 11 factors
• Practice ratings
• Notes to Raters
What will happen during Implementation of the New Plan?

• Two Rating Committees (two management and two union representatives each) will be convened to simultaneously review and decide appeals prior to implementation
• One Review Committee (two management and two union representatives) will be convened to review and ensure consistent application of the work from the Two Rating Committees
• Heavy time commitment initially
Ongoing JJEAC Responsibilities after Implementation

• JJEAC will be convened one day per month or as required to review appeals
HR Contacts

COMPENSATION SPECIALISTS

• Lorna Howarth x2378 – Corporate Services, Emergency Services, Public Health & Community Services

• Lombardo Borrelli x2204 – Planning & Economic Development, Public Works
Union Contacts

- CUPE 5167 Office  905-522-0917
- Email:  office@cupe5167.org
Questions & Answers

Your feedback is appreciated!
CUPE 5167 JJEAC Information
Sessions

The End

Thank you for your participation