

CUPE JOB EVALUATION PARTNERSHIP UPDATE

VOLUME 1 – JULY 4, 2017



ABOUT THIS NEWSLETTER

- It's created jointly by the Job Evaluation Partnership Steering Committee (JEPSC)
- A new issue will be developed every 2 months (minimum)
- You can find an electronic copy here:

CityConnect/Unions & OOS/CUPE Local 21 OR

CityConnect/Unions & OOS/CUPE Local 7

- If you have suggestions/ideas for future newsletters, let us know: jjecprogram@regina.ca

WORKING TOGETHER TOWARDS A JOB EVALUATION SOLUTION

The City of Regina, CUPE Local 21 and CUPE Local 7 are partnering to jointly develop and implement a job evaluation program. The project is called the "Job Evaluation Partnership".

Goals of the project include:

- Consistent and sustainable job evaluation systems, processes and tools
- Contemporary criteria for evaluating new and existing jobs
- Internal consistency and equity in pay
- Fair classification and pay program(s)

WHAT IS JOB EVALUATION?

Job Evaluation (JE) is a process for determining the relative value of jobs within an organization using the same criteria, via a job evaluation tool.

JE comparisons are made based on an agreed to set of factors that measure skill, effort, responsibility and working conditions.

While JE provides a basis for setting rates of pay between jobs (using job ratings), collective bargaining remains the process for determining rates of pay (salary schedules).

JE focuses on evaluating the job duties and tasks. It is not used to reward employee performance, long-term tenure or to compensate for high volume of work.

WHY IS JOB EVALUATION IMPORTANT?

A sound job evaluation program provides many benefits for employees and the City of Regina:

- A consistent method of measuring job value (for new or existing jobs)
- An opportunity to update job descriptions to ensure they accurately describe the work jobs do

HOW DOES JOB EVALUATION DEVELOPMENT OCCUR?

Typically, developing a job evaluation system includes these major processes:

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- **Training** – Those who participate throughout the job evaluation process are trained so they understand what job evaluation is, why it’s important, what the process looks like, their role, and how to use the job evaluation tool(s).
- **Design job evaluation tool** – Tool(s) developed to measure factors like skill, effort, responsibility and working conditions.
- **Job data collection** – Collect information about jobs, which is used to develop job descriptions or to update existing job descriptions. This helps to ensure job descriptions are up-to-date and reflective of the work a job does.
- **Conduct job evaluation** – Compare the job description to factors in the job evaluation tool to determine a rating, or score. These scores are used to determine which pay band a job falls into.

JOB EVALUATION PARTNERSHIP STEERING COMMITTEE

A Job Evaluation Partnership Steering Committee (JEPSC) has been established to oversee development of the job evaluation program, and ensure all points of view are fairly represented throughout the process. Part of their role includes the development of a formal Memorandum of Understanding (MOU) to outline the work associated with the project. The JEPSC is representative of all groups (Employer, CUPE Local 21 and CUPE Local 7) that are participating in the project:

<p>CUPE Local 21</p> <ul style="list-style-type: none"> • Tim Anderson, Water Works (Union President) • Maria Kotsetas, Community Services (Union Vice President) • Assisted by Brad Dale, CUPE National Representative <p>Contact: cupe.21@sasktel.net or 306-352-8282</p>	<p>CUPE Local 7</p> <ul style="list-style-type: none"> • William Pengelly, Finance (Union Representative) • Richel Nixon, Development Services (Union Vice President) • Assisted by Brad Dale, CUPE National Representative <p>Contact: richeln@hotmail.com or 306-552-5680</p>
<p style="text-align: center;">Employer</p> <ul style="list-style-type: none"> • Laurie Shalley, Community Services • Chris Warren, Roadways & Transportation • Brian Powell, Human Resources • Jaret Volk, Human Resources <p style="text-align: center;">Contact: jiecprogram@regina.ca</p>	

Please contact anyone on the Job Evaluation Partnership Steering Committee if you have questions about the project.

“We are committed to a collaborative, joint process that will result in a consistent and sustainable job evaluation program.”

-Job Evaluation Partnership Steering Committee
