

Job Evaluation Update

JE2009 is the new job evaluation system. *What does this mean for you?*

Until June 2009, employees and supervisors wrote a Job Content Questionnaire (JCQ) jointly to describe in detail the employee's job. With JE2009, job descriptions are written by supervisors with assistance from job writers in Human Resources. While the sub-factors, factor weightings, the job evaluation Plan, and grade point boundaries remain unchanged, the job descriptions will be evaluated solely by a team of managers.

Up to now, the employer has focussed on new jobs and vacancies, but starting before the end of this year, Human Resources will be moving current employees to generic job descriptions. The move to the generic job descriptions will be by groups of employees and will continue until the spring of 2012 when it is expected that all employees will have been moved to a generic job description.

As each employee group is moved to a generic job description, each employee in that group will receive notification from Human Resources via email. Attached to the email will be the job description, a rating note and a letter outlining how and when the results will be implemented. This letter should also outline the Review procedure, a procedure which is similar to a pre-grievance resolution.

From the date on this letter, you have a period of 10 working days during which time you (or your supervisor) can submit the job for a Review on any, or all, of the following grounds:

- The job description is inaccurate;
- The evaluation outcome is inaccurate; and/or
- The incumbent's wage has not been correctly implemented in accordance with paragraph 5 of Appendix VIII of the Collective Agreement, including the effective date of implementation.

If a Review cannot be filed within the 10 working days deadline, an extension can be requested. Your Union

recommends that you automatically request the 10 working days extension and then contact one of the Union's Job Evaluation Specialists (contact information listed below) for clarification on anything that may not be clear: for an explanation of the JE2009 process; to determine if you should file a Review; advice on how the Review form should be worded; in short, for answers to any questions that you may have.

In addition to this move to generics, the JE2009 system will be used when existing jobs change. According to the current Collective Agreement, existing jobs which undergo a change to job content that is expected to continue on an ongoing basis will be documented and a completed job description shall be submitted for re-evaluation within 30 days of the change.



'Bill, we've decided to increase your sales territory.'

CAW Local 555 will be presenting Lunch and Learn sessions on the JE2009 job evaluation system. Look for offerings through the Local's Education Committee, then plan to attend a session and bring your questions.

CAW Local 555's job evaluation specialists are listed here with their contact information:

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