



An Overview of JE2009

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Agenda

- A. Why JE2009
- B. The new job evaluation process
- C. Summary of the review procedure
- D. Recommendations of what you can do
- E. Comments, discussion, questions

The New Job Evaluation Process

- A. Job descriptions written by supervisors with Human Resources job writers
- B. The job descriptions evaluated by a team of managers
- C. Retroactivity to date job description received by HR
- D. Must request a review or extension within 10 days of receipt of rating sheet
- E. Job changes must be incorporated within 30 days
- F. Generic job descriptions will be written by HR

Summary Of The Review Procedure

- A. ONLY 10 working days to appeal or request an extension
- B. Only 3 bases for review:
 - 1) job description inaccurate
 - 2) evaluation inaccurate
 - 3) salary/retro payment not properly calculated
- C. Review Committee

Recommendations Of What You Can Do

- A. Contribute as much as possible to your job description
- B. Correct job evaluation by filing a review
 - Must do so within 10 working days
- C. Contact CAW Local 555 job evaluation specialists
- D. Get informed
- E. Ensure your permanent, significant job changes are incorporated into a job description within 30 days
- F. DOCUMENT, DOCUMENT, DOCUMENT!
- G. File a review – don't be afraid