

Joint Job Evaluation Plan (JJEP)

Manual for Gender-Neutral Job Description, Classification and Salary/Wage
Administration. June 1, 1997 – Kwantlen University College and BC Government and
Service Employees' Union

PREAMBLE

The contents herein is entitled “Joint Job Evaluation Plan (JJEP) MANUAL for Gender Neutral Job Description, Classification and Salary Administration” (hereinafter for convenience call “The Manual”).

This Manual is supplemental to the Collective Agreement currently in effect between the Kwantlen University College, (hereafter called “the Employer”) and the BC Government and Service Employee’s Union (hereinafter called “the Union”).

The Manual was developed through a negotiated agreement between the Kwantlen University College and the BCGEU outlined in the Collective Agreement, and a Memorandum of Agreement was signed by the parties respecting the Pay Equity/ Job Evaluation program.

The parties agreed in principle to the parameters of the Plan based on the following principles:

- To develop a single gender-neutral job evaluation system capable of evaluating the range of positions (jobs) found in the KUC and addressing all gender-based inequities between female and male dominated classes, the purposes of a Pay Equity/ Job Evaluation initiative.
- The Plan will be a quantitative point rating system to measure the factors and sub-factors important to the JUC relating to skill, effort, responsibility and working conditions.
- To the extent practical and possible, the system will be:
 - easy to apply and administer;
 - explainable in non-technical terms;
 - logical and functional to the users;
 - fair and acceptable;
 - designed to allow reasonable data input from employees.
- The system must be adaptable to changing organizational structure, operations, and technology. It must produce logical job descriptions and rating rationales.
- All bargaining unit jobs will be evaluated under the Gender-Neutral Job Evaluation Plan, which will then replace their present job evaluation system.

ARTICLE I – PURPOSE

1.01

This Manual is established as an aid to the Employer and the Union to:

- (a) Preserve the principles and related provisions from which is established an equitable wage and/or salary rate structure.
- (b) Continue the body of job descriptions and classifications upon which the wage and/or salary rate structure is based.
- (c) Provide the procedure through which to maintain the job descriptions and classifications in adjustment with new and changing conditions.

ARTICLE II – DEFINITIONS

2.01

The following are definitions of terms as used herein:

- (a) “Collective Agreement” – the Labour Agreement between the Employer and the Union relating to wages and/ or salaries and other terms and conditions of employment.
- (b) “Employee” or “Employees” – all persons for whom the Union is the bargaining agent as provided in the Collective Agreement.
- (c) “Job or Position” – a function or a combination of such functions for one or more employees.
- (d) “Job Description” – the official record which sets for the for a given job the job title and identifying information, location, primary function, supervision received, direction exercised and working procedure of that job.
- (e) “Job Content” – the requirements of a job as to skill, responsibility, effort and working conditions.
- (f) “Job Classification” – the official record which sets forth for a given job and job content analysis and factor degree level code and classification values of the job’s requirements on the basis of the thirteen factors outlined in paragraph 3.05 of Article III.
- (g) “Pay Rates” – the scale of rates established for the respective job classes.

ARTICLE III – FACTORS OF JOB DESCRIPTIONS AND CLASSIFICATION

3.01

The conditions which surround each job are such that accurate comparisons and grouping of jobs by title only are not possible. It is necessary to obtain full knowledge regarding the functions of each job and its requirements through a job description which sets forth for the job:

- (a) Job title and identifying information
- (b) Location
- (c) Date of description
- (d) Primary functions of the job
- (e) Job duties and tasks
- (f) Supervision received
- (g) Supervision/ direction exercised
- (h) Physical assets/ informational management
- (i) Financial resources

3.02

The importance of adequate job descriptions cannot be over stressed. The job description serves to record the conditions from which the job is classified originally, and to judge changes in job content which result from new or changed conditions when such are established from time to time. It is of particular importance that job descriptions contain all pertinent information necessary to reflect the assigned duties and responsibilities of the job.

3.03

Descriptions are to be written in a manner that will permit analysis and proper consideration of changes in duties resulting from changes in procedure, organization or equipment. Jobs covered by this Manual cannot usually be identified in terms of specific equipment or operations. Most consist of individual assignments comprising various functions which are found in different combinations in jobs identified by the same title.

3.04

The Job Description of a job shall be in sufficient detail to serve as the basis from which to identify and classify the job, and the Job Classification of a job shall serve only to assign the job into a proper job classification level for application of the salary job classification scale.

3.05

The classification of jobs on the basis of gender-neutral job content involves certain basic determinations with respect to the effort, skill, responsibility and working conditions required by each job. In order to reduce possible errors of personal judgment into practical but reasonable working limits, such determinations and considerations are subdivided and refined into an analysis and classification of each job's requirement and relative worth on the basis of the thirteen following factors.

- 1) Job Knowledge
- 2) Mental Demands
- 3) Interpersonal Communication Skills
- 4) Physical Coordination and Dexterity
- 5) Responsibility for Work Assignments
- 6) Responsibility of Financial Resources
- 7) Responsibility for Physical Assets/ Information
- 8) Responsibility for Human Resources
- 9) Responsibility for well Being/ Safety of Others
- 10) Sensory Effort/ Multiple Demands
- 11) Physical Effort
- 12) Surroundings
- 13) Hazards

3.06

Job Classifications serve to:

- (a) Group jobs having substantially equivalent content in the same job class regardless of location;
- (b) Reduce the number of job classifications to the smallest practical number;
- (c) Provide the basis from which to gauge equitable wage and/or salary relationships as between jobs, regardless of gender;
- (d) Form the foundation from which to measure changes in job content from time to time;
- (e) Enable the application of the Pay Rates Scale;
- (f) Establish the foundation from which a gender-neutral pay equity system can be established;
- (g) Provide the basis for which a gender-neutral pay equity system can be maintained.

3.07

The basic guides, through which to analyze the job's requirements as to the respective factors of job content and to determine the factor degree level, are set forth in the following paragraphs.

THE BASIC FACTOR GUIDES...

Please Note:

The factors guides following this introductory page will be replaced with amended guides when the selected sample job titles for all factors have been reviewed and agreed.

3.08

In the application of the foregoing basic guides, the following rules shall apply:

- (a) It is the position or job that is under consideration and not the individuals who work on the job.
- (b) Positions or jobs are to be classified without regard for existing rates of pay.
- (c) Positions or jobs are to be rated in the appropriate degree level in each factor by considering the specific requirement of each position or job in relation to the statement of activities in each factor level, and by using as a guide the sample Job Description and Classifications.
- (d) Classification of each position or job shall take into account the kinds of work performed and the resulting duties, responsibilities and surrounding circumstances which the employee on the position or job is performing.
- (e) No interpolation between the factor levels is contemplated in the use of this Plan. In the determination of the final job class for a position or job, total the numerical classification points for the factor degree levels to which the position or job is assigned in the thirteen factors. Compare the total points to the job classification point scale in the following chart and assign the job to the corresponding job class.
- (f) Job class point scale:

<u>Job Class</u>	<u>Point Scale Range</u>		
1	0	to	225
2	226	to	275
3	276	to	325
4	326	to	375
5	376	to	425
6	426	to	475
7	476	to	525
8	526	to	575
9	576	to	625
10	626	to	675
11	676	to	725
12	726	to	775
13	776	to	825
14	826	to	875
15	976	to	925
16	926	PLUS	

- (g) In the subsequent reclassification of a position or job due to change in job content, consider all the factors affected by the change. The job shall be moved into the job classification corresponding to the "Point Scale Range" outlined in Article 3.08 (f).
- (h) The description and classification of each position or job shall be consistent with, and conform to, the descriptions and classifications of positions or jobs as agreed to in the bargaining unit.

ARTICLE IV – DESCRIBING AND CLASSIFYING THE JOB

4.01

The procedure for describing and classifying a position or job shall be in accordance with the following:

- (a) The Employer shall prepare on the form set forth as EXHIBIT "A" of this Manual, a proposed Job Description and Job Classification in accordance with the requirements of Article III of this Manual.
- (b) To assist in the job description process, the job incumbent will complete a "job check list/questionnaire" and the job incumbent supervisor will review and provide written comments on the job checklist/ questionnaire.
- (c) The prepared Job Description shall be signed by the job incumbent and their supervisor to acknowledge their agreement with Job Description contents.
- (d) The appropriate Employer representatives and Union representatives of the employees affected shall review the proposed job description and classification and shall attempt to reach agreement. The union representatives shall have reasonable opportunity to review the checklist/ questionnaire and supervisors comments, including discussions of job duties, with workers employed on the jobs involved.

The Employer and Union representatives shall each retain two copies of the agreed to Job Description and Classification.

4.02

The Employer and the Union shall designate in writing to each other, their representatives for handling job descriptions and classifications through the required stages. It is agreed that there shall be two representatives from the Employer and two from the Union. The Employer and Union shall each designate a referee for the purpose of dispute resolution. Additionally, and included in such designation, shall agree and name a person to act as an arbitrator.

4.03

If the Employer and Union fail to reach agreement on a job description or job classification after the steps provided, the matter shall be referred to the Arbitrator specified in Section 4.02 of this Article. The Arbitrator shall meet with the Parties and the matter shall be resolved by processing under the provisions of Section 6.02(c) of this Manual.

4.04

Finalization of job descriptions and job classifications shall be indicated by the signature of a designated representative of the Employer and a designated representative of the Union. Each Party shall retain a copy of the agreed Job Description and Classification.

ARTICLE V – APPLYING THE JOB DESCRIPTION AND CLASSIFICATION

5.01

The descriptions and classifications of jobs, determined in accordance with the foregoing Articles of this manual, apply to assign each position or job to its appropriate job classification. The Collective Agreement currently in effect establishes the pay rates for each job class and sets forth the necessary provisions to enable application of the established pay rate to the employee who performs the respective job.

5.02

The pay rates commence with a Pay Rate for Job Classification 1, which is the base or minimum wage or salary rate for the bargaining unit and progresses upward from that point, from job classification to job classification by equal increments between increments between job classifications.

ARTICLE VI – MAINTAINING THE JOB DESCRIPTIONS AND CLASSIFICATIONS

6.01

It is equally as important maintain the job descriptions and classification in constant adjustment to fit new or changed conditions as it is to make accurate determination in the first instance and to make proper application of the resulting rates of pay from day to day. Failure to so maintain the job descriptions and classifications may cause injustice to the employees, or to the Employer, or to both.

6.02

Provisions for maintaining the job descriptions and classifications and adjusting them to new or changed conditions are as follows:

- (a) The agreed upon descriptions and classifications which are in effect as of the date of the Collective Agreement in effect and any that may subsequently be agreed upon, in accordance with this Manual, shall continue in effect unless:
- (1) The job content is changed by the Employer to the extent of one full job classification or more;
 - (2) The description or classification is changed by mutual agreement of the Employer and the Union.
- (b) Whenever the Employer establishes a new job or changes the job content of an existing job to the extent of one full job class or more, upwards or downwards, a new job description and classification for the new or changed job shall be established in accordance with the following procedure.
- (1) The Employer will develop a description and classification of the job in accordance with the provisions of this Manual.
 - (2) The description and classification will be proposed to the Union for approval through the procedures of Article IV of this Manual and the standard Wage and/or Salary Rate for the job classification to which the job is assigned shall apply effective as set forth in (3) below.
 - (3) Except as otherwise provided, the applicable Standard Wage and/or Salary rate for the respective job class of the job shall become effective as of the date the new job was established or on the date that the job content of an existing job was changed.
- (c) Should the Employer and the Union be unable to agree upon the Description and/or Classification, the following shall be the procedure:
- (1) The Employer shall install the proposed classification, and the Standard Wage and/or Salary Rate for the Job Class to which the job is thus assigned shall apply, effective as set forth in Section 6.02(b)(3) above;
 - (2) The Union may, within thirty (30) days thereafter, file a Classification Appeal with the Employer alleging the job is improperly described and/or classified under the provisions of this Manual.
 - (3) The dispute shall be processed by the provisions of Article 4.03 of this Manual and as follows:
 - i. The JJEC referees shall acknowledge their disagreement and jointly request a meeting with the Arbitrator referred to in Article 4.02 and 4.03 of this Manual
 - ii. The Arbitrator shall meet with the JJEC referees within 30 working days of receiving the request for a meeting.
 - iii. Through a process of mediation/arbitration, the Arbitrator shall hear the matter in dispute, examine the supporting data and appropriate factors of the Plan and make a final binding decision in accordance with the procedures agreed to by the parties for this purpose.

- iv. The Arbitrator shall render a written decision on his/her findings within 30 working days of the completion of the hearing.
 - v. The parties shall jointly agree and name the Arbitrator who will adjudicate disputes should the need arise.
 - vi. Each party shall pay one-half of the fees and expenses of the Arbitrator.

- (d) Whenever a new job is established or an existing job changed and the Employer does not develop a new job description and classification, the Union may process a classification appeal following discussions with the Employer under the appropriate provision of Article 6.04(c) (e) above requesting that a job description and classification be developed and installed in accordance with the provisions of this Manual.

- (e) When the Employer changes a job, but the job content change is less than the points required for one full job classification, supplementary record shall be established to maintain the job description and classification on a current basis and to enable subsequent adjustment of the job classification assignment of the job for an accumulation of small job content changes in accordance with the following:
 - (1) The Employer will prepare on the form set forth as EXHIBIT "C" of this Manual, a record of each such change to supplement the original Job Description and Classification.
 - (2) Such record will be submitted by the Employer to the Union for approval through the procedures of Article IV of this Manual except that signature of a change or changes submitted on EXHIBIT "C" which amount to less than one full job classification shall not preclude reconsideration of such change or changes whenever the Employer or the Union claim that such change or changes, when added to prior change or changes, require a change in the Job Classification to the extent of one full job classification or more.

- (f) When, and if job content changes of less points than one full job classification accumulate to total points of one job classification or more:
 - (1) The job shall be reclassified to the appropriate job classification on the basis of such total accumulation and the reclassification shall become effective from the date of the most recent change in job content;
 - (2) The appropriate Standard Wage and/or Salary Rate shall be effective as of the date such reclassification; and
 - (3) A new Job Description and Classification shall be established in accordance with Article IV of this Manual embodying such accumulation of job content changes.

- (g) If the change in job content results in a lower classification of a job, any incumbents of such job, at the date of such lower classification, shall receive salary in conformity with the provisions of the Collective Agreement.

- (h) When the Employer changes the identification details relative to a given job, such as name of the department or title, a record as to such change shall be established as follows:
 - (1) The Employer shall prepare, on the form set forth as EXHIBIT "C" of this Manual of this Manual, a record of the identification change. The heading of the record shall show the identification details of the job prior to the change, and the changes to be made shall be enumerated under the caption of "Description Change".
 - (2) Such record shall be transmitted to the Union through the procedure of Article IV of this Manual.

All of which is hereby agreed to on July 2, 1997.

EXHIBIT "A"

KWANTLEN POLYTECHNIC UNIVERSITY

JOB DESCRIPTION

Department:

Working Title:

Date:

Grid Level:

PRIMARY FUNCTION:

JOB DUTIES AND TASKS:

SUPERVISION RECEIVED:

SUPERVISION / DIRECTION EXERCISED:

PHYSICAL ASSESTS/INFORMATION MANAGEMENT:

FINANCIAL RESOURCES:

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.

EXHIBIT "B"

JOB CLASSIFICATION

JOB TITLE:

JOB NO.:

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS POINTS
1	JOB KNOWLEDGE – REQUIRES THE KNOWLEDGE TO:		
2	MENTAL DEMANDS – REQUIRES		
3	INTERPERSONAL COMMUNICATIONS SKILL – REQUIRES:		
4	PHYSICAL COORDINATION AND DEXTERITY – REQUIRES:		
5	RESPONSIBILITY FOR WORK ASSIGNMENTS		
6	RESPONSIBILITY FOR FINANCIAL RESOURCES		
7	RESPONSIBILITY FOR PHYSICAL ASSETS/ INFORMATION		
8	RESPONSIBILITY FOR HUMAN RESOURCES		
9	RESPONSIBILITY FOR WELL-BEINGS/SAFETY OF OTHERS		
10	SENSORY EFFORT/ MULTIPLE DEMANDS		

11	PHYSICAL EFFORT		
12	SURROUNDINGS		
13	HAZARDS		

Total Job Classification: _____

Directional Differential: _____

Salary Grid Level: _____

Reviewed and Approved by:

CHAIRPERSON:

Union Joint Classification Committee

DATE: _____

CHAIRPERSON:

Employer Joint Classification Committee

EXHIBIT "C"

**NOTICE OF JOB DESCRIPTION AND
CLASSIFICATION CHANGE**

KWANTLEN POLYTECHNIC UNIVERSIY

Department:

Working Title:

Date:

Job Classification:

DESCRIPTION CHANGES:

CLASSIFICATION CHANGES:

Factors	1	2	3	4	5	6	7	8	9	10	11	12	13	Total	Net Change
Effective Classification															
Changed Classification															

Employer By: _____

Union By: _____
