

Number 1, August 2009

In the Memorandum of Agreement between Carleton University and CUPE 2424 "The Parties agree to form a Joint Job Evaluation Committee, composed of equal numbers of representatives of the Union and the Employer, whose mandate will be to develop a Job Evaluation Plan". (See reverse side for the full text of Appendix C of the current Collective Agreement.)

Welcome to our first Job Evaluation Newsletter. Our purpose is to bring you up-to-date with the activity of the internal CUPE 2424 Job Evaluation Steering Committee (JESC) thus far. The committee held its first meeting on September 25, 2008. Individuals came forward after a call for volunteers was announced in a special CUPE 2424 communiqué with a deadline for applications of February 2008.

Committee members are:

Cheryl Macaulay, Equity Services (Non-Academic Administration) – Chair
Tracey Wright, SLALS (Academic Administration) – Recording Secretary
Beth Halfkenny, Earth Sciences (Technical Staff)
Terri Hearn, Computing and Communications (Technical Staff)
Wiz Long, President CUPE 2424, (Alternate)
Margaret McLeod, VP Internal CUPE 2424
Susan Pinard, Library
Robert Smith, Library
John Stewart, School of Mathematics and Statistics (IT)
Margaret Tannahill, Advancement Services (Non-Academic Administration)

Resources :

Joanne Cameron, (Library) Consultant
Sylvia Gruda, (Retired Member) Consultant
Elizabeth Stuart, CUPE 2424 Staff Representative
Zoe Yuan, CUPE 2424 Office Administrator

Glossary of Terms:

JJEC = Joint Job Evaluation Committee
JESC = Job Evaluation Steering Committee
JCAA = Joint Committee for the Administration of the Agreement
JEN = Job Evaluation News

Since our first meeting, the committee has met twelve times during our lunch hour and after work to prepare for the work ahead.

In October, we held two meetings where Karen Martin, Marni Jordan, Sylvia Gruda and Joanne Cameron reviewed the history of pay equity and job evaluation at Carleton. In addition, every member on our committee received a briefing on pay equity maintenance by Marni Jordan.

In mid-October, we sent out a job evaluation status survey to several universities in Ontario as well as western Canada.

In December, five members on the JESC attended a CUPE National workshop on Job Evaluation with other area locals.

At the December 19 Joint Committee for the Administration of the Agreement (JCAA) meeting Wiz Long informed the employer who the JESC members are and who will be on the Joint Job Evaluation Committee (JJEC) negotiating team. The JJEC negotiating team members are Wiz Long (Alternate) Margaret McLeod, Cheryl Macaulay, Sue Pinard and Tracey Wright.

In January 2009, CUPE National provided gender neutral job evaluation training specifically for our local.

In February, Cheryl Macaulay and Tracey Wright attended the Confederation of Ontario University Staff Association & Unions (COUSA) Conference. Keynote speaker Daina Green, Labour Consultant, gave a workshop "Maintaining Pay Equity Plans: the Role of the Union/Association". We met other

staff associations who are currently developing or have developed job evaluation plans. Sherry Howse, from Wilfrid Laurier University, shared her experience with job evaluation, which WLU completed in 2006. As a result of this conference, Sherry Howse and Daina Green were invited to meet with the JESC.

At the May 22 JCAA meeting, the employer announced their JJEC team would consist of Carolina Willsher, Stephen Green, Colleen Boucher and Greg Hedgecoe.

On May 25, Sherry Howse met with our committee. She provided a detailed report on the WLU process of developing their gender-neutral job evaluation plan.

On June 9, Daina Green met with our committee for several hours in the evening. Daina offered valuable advice and concrete examples for the team to take into consideration when developing a gender-neutral job evaluation plan that is compliant with the Ontario Pay

Equity Legislation. The plan must evaluate a job based on skill, effort, responsibility and working conditions.

On June 12 Cheryl Macaulay sent a formal request to Carolina Willsher requesting the JJEC meet to develop a timeline and a schedule of meetings.

On July 21, most of the team members attended an evening workshop on scoring job descriptions under our current classification system. Joanne Cameron delivered the workshop.

We are now in the planning stages for when we meet with management's team. At the time of this printing, we still do not have a date for our first JJEC meeting.

Over the months ahead, we will have a link to the CUPE website with up-to-date information on the progress of the JJEC. In the meantime, please send any questions you may have about job evaluation to cupe2424@carleton.ca

Below is APPENDIX C of the 2009-2010 CUPE 2424 Collective Agreement.

**MEMORANDUM OF AGREEMENT APPENDIX C BETWEEN CARLETON UNIVERSITY
AND CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL 2424**

JOB EVALUATION

The Parties agree to form a Joint Job Evaluation Committee, composed of equal numbers of representatives of the Union and the Employer, whose mandate will be to develop a Job Evaluation Plan. The number of representatives from either party shall not exceed four (4).

Union representatives shall be released, at full pay and benefits, from their positions to work as required on the committee.

The Joint Committee will develop a Job Evaluation plan in accordance with this Memorandum of Agreement. Once it has completed its mandate, the Joint Job Evaluation Committee will be disbanded.

Where appropriate the Parties will make use of expert consultants who may investigate and assess options for a plan, measured against the agreed standards.

Intent of the Job Evaluation Plan

The parties agree that this job evaluation plan will be gender-neutral in compliance with the Ontario Pay Equity Act. The plan is solely for the purpose of establishing and applying objective criteria to new and existing jobs in our workplace; to determine the relative worth and to ensure that they are equitably ranked.

Job evaluation is intended to determine the ranking of a job, not the performance of the incumbent; neither does it include setting the rates of pay.

Cost Impact of the Job Evaluation Plan

The Parties agree that cost impact options/plans will be completed prior to implementation of an agreed plan.

Date for Completion of the Job Evaluation Plan

The Joint Job Evaluation Committee shall report its findings and make its recommendations to its respective principals through the Joint Committee for the Administration of the Agreement not later than January 1, 2010.*

Note: The Union agrees to place the complaint filed with the Pay Equity Commission in abeyance, and agrees to withdraw the complaint upon implementation of a new plan.

* *Date amended from January 1, 2007 to January 1, 2010 on September 20, 2007.*

Dated this 1st day of June 2005.

For CUPE 2424:

Susan Arab
Karen Martin
Wiz Long
Cheryl Macaulay
Peter Nickless
Mike Weber

For Carleton University:

Carolina Willsher
Stephen Green
Ed Kane
Colleen Boucher
Martin Foss
Jean Guy Godin



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