

USW Local 1998 – St. Mikes’ Unit

**Job Evaluation**

**What is job evaluation?**

* Job evaluation is a gender-neutral, transparent method for assessing and classifying all USW 1998 positions at St. Mike’s.
* The process is jointly agreed to by the University and the Union.
* It ensures that all members are compensated fairly for their work and that there is consistency between jobs and throughout departments.
* It reviews “male-dominated” and “female-dominated” job classes to ensure that the University is compliant with Ontario’s Pay Equity legislation.

**How are positions evaluated?**

* Positions are evaluated by assessing skill, responsibility, effort and working conditions (see below).
* The Questionnaire is a tool that allows you to describe your work in detail and provides important information to those who are evaluating your position.
* The Questionnaire gives you a voice in the process.
* This isn’t a performance review. The purpose is to describe what you do in your job.

**What are the factors for evaluation?**

**Skills**

* + Previous Education
	+ Previous Experience
	+ Interaction Skills
	+ Movement Skills
	+ Decision-making Skills

**Responsibilities**

* + Responsibility for Information
	+ Responsibility for Materials, Equipment and/or Outcomes
	+ Responsibility for the Safety of Others
	+ Financial Responsibility
	+ Manage or Direct Others

**Effort**

* + Mental Effort
	+ Physical Effort

**Working Conditions**

* + Temperature, Noise and other Environmental Conditions
	+ Hazards
	+ Stress
	+ Work Interruptions and Distractions
	+ Social Disruption required by Work Scheduling