**TOOLS & TERMINOLOGY**

Job evaluation is a process in place at the University to ensure equal pay for work of equal value–in other words, pay equity. It’s your chance to have a say in what your compensation should be. The University and the Union use a gender neutral system to assess your job based on skill, responsibility, effort, and working conditions.

**SES/U (SIMPLE EFFECTIVE SOLUTIONS) FACTOR SYSTEM**

Each position is awarded scores for each of the 17 sub factors in the SES/U system.

As required by the Pay Equity Act, the SES/U has four overall criteria or factors:

1. Skill
2. Effort
3. Responsibility
4. Working Conditions

Each of the 17 sub-factors has been assigned a weight, the score that is assigned to that sub factor is then multiplied by the weight percentage outlined below:

\*With the exception of EF1 and 2, score levels are attributed in increments of 10, 15, 20, 25, 30, 35, 40, 45 with 50 being the highest score attainable for a certain factor.

**Skills: SK1:** Previous Education (score x 11%); **SK2:** Previous Experience (score x 11%); **SK3:** Interaction Skills (score x 8%); **SK4:** Movement Skills (score x 6%); SK5: Decision Making (score x 11%)

**Responsibility: RE1:** Responsibility for Information (score x 9%); **RE2:** Responsibility for Materials, Equipment and/or Outcomes (score x 9%); **RE3:** Responsibility for the Safety of Others (score x 3%);

**RE4:** Financial Responsibility (score x 8%); **RE5:** Responsibility to Manage or Direct Others (score x 8%);

**Effort: EF1:** Mental Effort (score x 5%); **EF2:** Physical Effort (score x 4%)

**Working Conditions: WO1:** Temperature, Noise and other Environmental Conditions (score x 1%);

**WO2:** Hazards (score x 2%); **WO3**: Stress (score x 2%); **WO4:** Work Interruptions and Distractions (score x 1%); **WO5:** Social Disruption Required by Work Schedule (score x 1%).

These are then calculated in the overall points which places the position within a range for a specific pay band.

**THE QUESTIONAIRE:**

The questionnaire was developed for the University’s USW membership and is designed to elicit specific details relating to the factors mentioned above as they relate to the duties and responsibilities found in a position. The objective of the questionnaire is to provide important insight to the evaluation of jobs at the university, particularly in cases where the job description doesn’t accurately capture the reality of the work.

**WHEN ARE POSITIONS REVIEWED?**

* **NEW POSITIONS:**

New positions are created by the university on an ongoing basis. They are assessed by the university when created and sent to the union for review. The USW job evaluation team then assesses the information provided and determines whether the position is appropriately classified as per the SES/U factors. The union then has 20 working days to communicate whether it disputes the classification or whether it is in agreement.

**NEW POSITION QUESTIONNAIRES:**

Incumbents hired into newly created positions will be sent the questionnaire after their 6-month probationary period is complete. These are sent to members through the University’s Labour Relations department and copied to the union. **Members who think they may have received this email but require the link sent to them again can email the local’s** [**jec@usw1998.ca**](mailto:jec@usw1998.ca) **email account.**

* **EMPLOYEE INITIATED RECLASSIFICATIONS (EIR):**

Members who feel their positions are under-classified can apply for a reclassification of their own accord. **It is strongly advised that they arrange a meeting with one of the union’s job evaluation team** to ensure they understand the system used and to determine whether there is enough relevant information to facilitate a change to their classification.

**\*The test for members seeking an EIR is to establish that there is a distinct change in the nature and character of the duties which then influence the levels for each factor.** A change in the arrangement of duties or the introduction of greater volume of similar duties is not sufficient to warrant a change in classification.

**STATEMENT OF SIGNIFICANT CHANGE FORMS (SSCF):**

When the union and the member are ready to submit a reclassification request, the incumbent fills out the ‘Statement of Significant Change Form’. This form is the abridged version of the questionnaire which has been adapted to focus only on the areas of potential change in a position.

**\*It’s important for the member to understand how this form will be used which is why a meeting with the union’s job evaluation team prior to its completion is essential.**

* **MANAGER INITIATED RECLASSIFICATIONS (MIR):**

Similar to EIR, a Manager Initiated Reclassification is submitted by a members’ supervisor where it has been established that the duties and responsibilities have warranted its placement in a new job class and pay band.

Unlike EIR’s the union is notified AFTER the information has been submitted by a member’s manager and an assessment has been reached. The union has no control over the timelines in an MIR until we receive official notification. In some cases, they are handled quickly on the management side. In other cases, they are held up for months and neither the member nor the union can get updates on the status.

**THE PROCESS:**

* **NEW POSITIONS:**

The union is notified that a member has completed the questionnaire and reviews the document. **If the union sees that there is information which would justify reclassification for the position a ‘Dispute Resolution Form’ or DRF is submitted to the university indicating that it wishes to see the position reclassified.**

* **EMPLOYEE INITIATED RECLASSIFICATIONS (EIR):**

Once an SSC form has been submitted the university reviews the information and determines whether there is ‘no change’ meaning the position has not evolved beyond it’s intended expectations OR that a change to the classification and pay band is justified. These assessments are sent to the member and copied to the union’s job evaluation committee, the union then has 20 working days to communicate whether it is in agreement or dispute with the university’s assessment.

* **MANAGER INITIATED RECLASSIFICATIONS (MIR):**

The university sends its assessment to the union indicating whether it sees change or no change and the union then has 20 working days to indicate an agreement or a dispute.

* **IF THE UNION AND MANAGEMENT DON’T AGREE**

**DISPUTE RESOLUTION FORMS:** In instances where the union disagrees with the university’s assessment of EIR, MIR and placement of New Positions the Dispute Resolution Form is used. This is sent to the university and the issue is then forwarded to step one of the dispute resolution process.

**DISPUTE RESOLUTION PROTOCOL:**

**Step 1.** Discussion between the USW and the University. If the parties cannot reach agreement the matter proceeds to step 2.

**Step 2.** The case is brought before referees to try to resolve. If this phase does not bring the desired results the case is then escalated to step 3.

**Step 3.** The case is brought before an arbitrator for a final ruling.

**If members are seeking help with their questionnaire or reclassification request, or want to know the status of their case, they should email jec@usw1998.ca**