

# OSSTF Job Evaluation Workshop

Attempting to unlock the mysteries  
of the process at Brock

# Workshop Objectives

- Gain some knowledge of the history of job evaluation at Brock
- Have some common myths busted
- Learn about the process of job evaluation at Brock
- Develop some awareness of the Hay system and the four key factors used in job evaluation
- Review some basic tips for updating job descriptions

# History

Equal pay for work of equal value (pay equity legislation)

Four factors: skill, effort, responsibility, working conditions (Ontario pay equity act)

Hay method of evaluation is one of many tools used and is recognized as being pay equity compliant

University has used this system since the first original pay equity plan was established in 1989

OSSTF and the University established a Joint Job Evaluation Committee as part of our first Collective Agreement, 2002-2005

# True or False

- Job evaluation is about getting a raise in salary

## Job Evaluation defined

- FALSE
- Refers to evaluating jobs, not individuals
- Process of ordering positions within an organization based on relative worth and an established evaluation tool
- Is a process to clarify duties and expectations of a given position
- An outcome of the process could be a change in salary but, that is not what job evaluation is

# True or False

- Updating your job description is done on your own time

# Updating a job description

- FALSE
- The job description is the property of the University and therefore if it needs to be updated it should be considered work time
- Who does the updating is a dialogue between the member and the Supervisor but, our advice is that the member knows their position best and needs to have a large amount of input
- If you have approval to update your job description but are having trouble getting the time to do so, contact the Union office

# Why update?

- Time has passed, description outdated
- Department has restructured
- Duties have evolved and are not captured in the job description
- Proper job description helps clarify expectations
- Change in incumbent
- Other reasons?



# How to update

- Review link from web Brock University Staff Job Description

# True or False

- A Supervisor can change what I have written in my updated job description

# Job Description document

- TRUE
- The job description is the property of the University and as an agent of the University, the Supervisor must sign off on the document
- If there is disagreement on the inclusion of duties or the wording of the document, contact the Union as we may be able to help facilitate the process
- All duties should be included whether they are done once a day or once a year

# The Process

- Review link on web, the Brock University job evaluation process

# The Appeal Process

- Review Article 22.04 of our Collective Agreement

## True or False

- How well you do your job is irrelevant in job evaluation

# Job Evaluation

- TRUE

- The job evaluation tool is designed to evaluate a position's worth based on fully competent performance
- It is not designed to take into account an individual's performance, skill, gender, education, service, salary or anything else that is incumbent specific
- What might be some 'negative' outcomes of the job evaluation system?

## Current OSSTF status

- Only a handful of new positions and appeals are outstanding which the committee hopes to clear away before the end of next month
- We have a small number which also need to be reviewed under Article 22.03
- In the fall the University and the Union will be discussing how to address our Letter of Understanding agreed to in bargaining



# Current Committee Members

- Review link on web, OSSTF Committee Members

# Job Evaluation System

- Review link on web, the Hay System of Job Evaluation

# Job Evaluation Factors

- Review link on web, Brock University Job Evaluation Factors

# Measuring Know-How

- Technical-specialized know-how (Tab 4, 9 c)
- Managerial know-how (Tab 4, 10 c)
- Human Relations Skills (Tab 4, 11 b)

# Measuring Problem solving

- Thinking Environment (Tab 5, 16 b)
- Thinking Challenge (Tab 5, 16 d)

# Measuring Accountability

- Freedom to Act (Tab 6, 19 b)
- Impact and Magnitude (Tab 6, 23)

# Evaluating Working Conditions

- Physical Effort (Tab 7, 29)
- Physical Environment (Tab 7, 29)
- Sensory Attention (Tab 7, 29)
- Mental Stress (Tab 7, 29)

# Final Thoughts

- While certainly not a perfect system, it is fair and unbiased
- Our goal is to educate members in order that they may understand the process more clearly
- A long term goal is to get the University to agree to post more information about the system on the web for greater transparency



