

Maintenance Manual

Between

Greater Victoria School District 61

And

The Canadian Union of Public Employees

and its

Local 947

November 2009

TABLE OF CONTENTS

ARTICLE 1	Purpose	3
ARTICLE 2	Definitions	3
ARTICLE 3	The Joint Evaluation Committee (JEC)	5
ARTICLE 4	Mandate of the JEC	6
ARTICLE 5	Job Analysis Procedures and Ratings for Changed and New	
	Jobs	6
ARTICLE 6	Maintaining the Job Evaluation Program	8
ARTICLE 7	Settlement of Disagreements	8
ARTICLE 8	Applying the Rating to the Salary Ranges	9
ARTICLE 9	Conclusion and Implementation	9

ARTICLE 1 - PURPOSE

- a) The purpose of this Manual is to outline the procedures for the maintenance of the Job Evaluation Program.
- b) To jointly maintain and implement a single gender-neutral Job Evaluation Manual to achieve **Equal Pay for Work of Equal Value** for all jobs within CUPE Local 947. The plan will include these four main factors:
 - a) Skill
 - b) Effort
 - c) Responsibility
 - d) Working Conditions

ARTICLE 2 - DEFINITIONS

[REDACTED]

Job Evaluation

A process that measures the value of jobs in relation to each other; this value is expressed in points

Job Evaluation Manual

Contains the guidelines and degree levels for each sub-factor used for evaluating a job

The Committee responsible for the implementation of the Job

Committee

Evaluation Manual and which is made up of equal representatives from union and management

New job

A role not previously performed within the School District

Out-of-Schedule Rate

A wage rate that is in excess of the maximum rate determined through the job evaluation program. This rate is established for a specific

ARTICLE 3 - THE JOINT JOB EVALUATION COMMITTEE (JJEC)

3.1 The JJEC shall have equal representation and participation from the parties, consisting of two (2) representatives from the employer and two (2) representatives from the local union.

3.2 The Employer and the Union shall each designate one of its representatives to act as Co-chairperson

[REDACTED]

The Co-chairpersons are responsible for:

- a) The chairing of Committee meetings;

b) The chairing of Employer/Union Committee meetings which includes identification of appropriate

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

advisor shall be entitled to voice but not to vote and shall not be considered to be a member of the Committee.

ARTICLE 4 - MANDATE OF THE JJEC

The JJEC shall implement and maintain the SD61 Job Evaluation Manual by:

- a) Evaluating all the jobs using the Job Evaluation Manual;
- b) Maintaining the integrity of the manual;
- c) Recommending to the parties changes to the Job Evaluation Manual, its procedures or methods, as may be deemed necessary from time to time.
- d) Recording the results and rationale on the rating sheet and completing the Advice of Rating Form. Copies of the Advice of Rating Form and job description and qualifications sheet will be

a) Step 1

An approved Job Description and Qualifications Form shall be completed by the supervisor of the position(s). The completed document shall be submitted to the JJEC along with a Request for Review Form (Appendix B). The supervisor should detail any changes to the job resulting

from new or changed circumstances in the job.

b) Step 2

The job shall now be rated, based on the new job description and qualifications sheet, in accordance with the Job Evaluation Manual. The Committee may also use information obtained

requirements of the job to the sub-factor definition, and the description of each degree level;

- d) The job analysis and rating of each job shall be relative to and consistent with the job description and qualifications sheets and ratings of all other jobs rated under the plan;



to be held jointly by the parties

If, after meeting with the two (2) advisors appointed pursuant to Article 7.1, the Committee remains unable to agree upon the matter in dispute, the Co-chairpersons shall advise, in writing, the Union and the Employer of this fact, within fifteen (15) working days.

be selected by agreement of the parties. If the parties are unable to agree, either party may request