

Job Evaluation Maintenance Request - City Unit Overview

Contact the union and speak to your Unit Vice President if you are thinking about completing a job maintenance. The union can assist you to ensure you have the right information and provide guidance about the process.

JE Basics:

- City wide job evaluation was last done in 2006
- You can submit a job maintenance once a year
- There should be changes and or additions to your job duties that impact the factors and subfactors in order to initiate a maintenance request
- Retroactive payments go back 9 months from the date submitted to the Supervisor (do this by email so you have a record)
- Classification with more than one member must have 50% plus 1 sign off on the documents.

Information I should review?

- Previous Job Analysis Questionnaire (JAQ)
- Existing Rating Sheet
- Existing Job Description
- Appendix A of the Collective Agreement
- Rating Manual
- Job Postings
- Job Evaluation Maintenance Request Form
- Job Evaluation Appeals Form

What forms do I need to submit?

- Job Evaluation Maintenance Request Form
- Job Analysis Questionnaire (JAQ)
- Draft job description with changes

Please ensure you read you Collective Agreement.

www.cupe5167.org

Members of classification complete forms & submit to their Supervisor

Supervisor has 45 days to make comments and submit to HR

Compensation Specialist reviews and rates the classification

Appeal of the decision must be filed within 30 days of notification of the rating

If the JJEAC does not reach a decision it will be referred to a sole arbitrator

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**"I always give 110% to my job.
40% on Monday, 30% on Tuesday, 20% on
Wednesday, 15% on Thursday, and 5% on Friday."**