



City of Regina

Job Evaluation Project – Employee Information Session

Canadian Union of Public Employees, Local 7
Canadian Union of Public Employees, Local 21

August 31, 2017

Agenda

1 - Project Overview

2 - Job Evaluation and Classification

3 - Process and Key Project Steps

4 - Project Outcomes

5 - Questions

1 - Project Overview

- The City and CUPE 7 and CUPE 21 have signed a joint Memorandum of Understanding to undertake a job evaluation project.
- The parties have agreed to do so because:
 - The tools that are now being used for job evaluation are old and need updating – job evaluation results provide the basis for classification and pay.
 - While some job descriptions are up-to-date, not all job descriptions are, and in some instances job descriptions do not exist .
 - It has been some time since all CUPE jobs were evaluated at the same time and doing so is important to ensure fairness in pay practices.

1 - Project Overview

- Before we begin, two key messages to share:
 - It is the intent of the City that no one will see a reduction in their pay as a result of this project
 - This project is focused on internal equity and fairness and not other organization's pay practices
 - There may be other organizations that pay differently than the City of Regina, but this project is only focused on the City of Regina

1 - Project Overview

- The project is a joint project and has a Steering Committee to oversee it.

CUPE 7	CUPE 21	City of Regina
Richel Nixon	Maria Kotsetas	Brian Powell
William Pengelly	Tim Anderson	Laurie Shalley
		Jaret Volk
		Chris Warren

2 - Job Evaluation and Classification

Two key concepts that are important to understand:

1. Job Evaluation
2. Classification

Job Evaluation

- Job Evaluation is the tool and process used to measure jobs that can be both similar or very different. For example, within CUPE 21 or 7 there are jobs that are similar to one another, and there are jobs that are different, and there are differences between 7 and 21.

Within 7 - Similar	Within 7 - Different	Within 21 - Similar	Within 21 - Different
Accounting Clerk III	Bylaw Enforcement	Engineering Assistant I	Supervisor
Accounting Clerk IV	CSR	Engineering Assistant II	Mechanic
Accounting Clerk V	Meter Reader	Engineering Assistant III	Lifeguard

How do you compare such different jobs to one another?

2 - Job Evaluation and Classification

To compare jobs, identify characteristics – or factors as they are called in job evaluation – that are shared by all jobs but happen at different levels. For CUPE 21 and 7, the parties have agreed on the following:

Job Factors
Education
Experience
Communication Skills
Problem Solving and Decision Making
Impact
Responsibility for the Work of Others
Physical Effort
Sensory and Concentration Effort
Working Environment

2 - Job Evaluation and Classification

Classification

- Each job will be rated on each of the job factors and depending on the levels assigned, will have a total point value -- this allows different jobs to have the same points but based on different ratings by factor.

Job Factors	Job A	Job B
Education	40	30
Experience	20	30
Communication Skills	15	10
Problem Solving and Decision Making	20	15
Impact	20	15
Responsibility for the Work of Others	20	10
Physical Effort	5	15
Sensory and Concentration Effort	5	10
Working Environment	5	15
Total	150	150

Note:
These points
are for
demonstration
purposes only.

2 - Job Evaluation and Classification

Classification

- Once all jobs have been evaluated, a new classification model will be designed, and the City and each of CUPE 21 and CUPE 7 will bargain rates of pay.

Jobs	Points	Band	\$
Job A	65	1	\$1
Job B	80	1	\$1
Job C	100	2	\$2
Job D	100	2	\$2
Job E	120	3	\$3
Job F	135	4	\$4
Job G	140	4	\$4
Job H	150	5	\$5
Job I	160	5	\$5

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3 - Key Project Steps

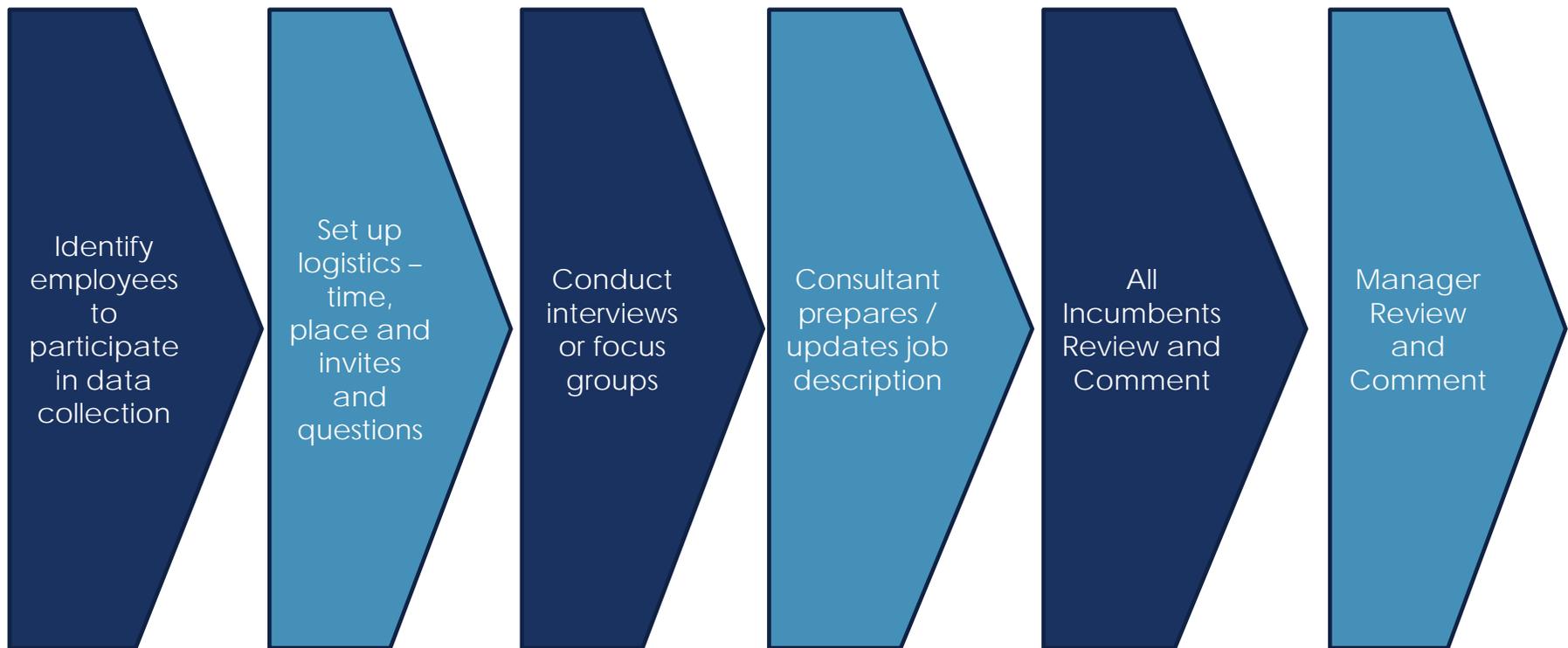
- A number of key project steps have already been completed:
 - MOU
 - Develop customized JE tool specifically for CUPE 7 and 21
 - Communications planning
 - Identification of jobs and incumbents for interviews / focus groups
- The next key steps involve employee participation, most importantly:
 - To collect job content to enable new / update job descriptions (all employees)
 - To evaluate all jobs (joint committee)

3 - Key Project Steps

Project Step	Overview	Timelines
Data Collection through interviews / focus groups	<p>Approximately 270 sessions</p> <p>All jobs, but not all employees</p> <p>For single incumbent jobs, each employee and for multiple incumbent jobs, a sample of the employees</p>	August – November 2017
Consultant job evaluation	To expedite the process, consultant will do a first set of evaluation results	December – January 2017
"Sore-thumbing"	CUPE 7, CUPE 21 and the City will review, challenge and finalize JE results	February – April 2018
Employee appeal process	Results will be shared, and there will be an appeals process	May – June 2018
Classification Design	Parties to work together to finalize a new classification model or models	Summer 2018

3 - Key Project Steps

Data Collection and Job Description Process



Opportunity for all incumbents and managers to participate in completing up-to-date job descriptions.

4 – Project Outcomes

- New job evaluation tool that reflects the 21st century workforce.
- New or updated job descriptions based on employee participation.
- Up-to-date job evaluation results that provide the basis for classification and overall fairness and equity in pay that is negotiated through on-going collective bargaining.

Questions today?

Contact your union executive
or

email jjecprogram@regina.ca