

Want more job evaluation information?

For job evaluation assistance, ask your National Representative who will in turn contact the Job Evaluation Representative/ Officer for your region. JE staff work out of the following offices:

National Office:

Tel: 613.237.1590
Fax: 613.237.5508

BC Regional Office:

Tel: 604.291.1940
Fax: 604.291.1194

Ontario Regional Office:

Tel: 416.292.3999
Fax: 416.292.2839

London Area Office:

Tel: 519.433.1753
Fax: 519.433.4279

Quebec Regional Office:

Tel: 514.384.9681
Fax: 514.384.9680

Quebec Area Office:

Tel: 418.627.7737
Fax: 418.627.4877

The following job evaluation documents are available and can be obtained through Job Evaluation staff:

Terms of Reference	Gender Neutral JE Plan
Job Analysis Questionnaire	Workplan
Interviewing Brochure	Job Evaluation Information Brochure
Maintenance Brochure	Maintenance Manual
Bias Document	Communication Worksheet & Sample Newsletters
Rating Sheet/Rating Record	CUPE's Guide to Job Evaluation

You can also find additional information on line at www.cupe.ca



JOB EVALUATION INFORMATION

Which of these apply to your local?

Many local unions are faced with the following problems:

- ✓ Inadequate job descriptions (or none at all).
- ✓ An inequitable salary system.
- ✓ An improper method of measuring jobs.
- ✓ A job evaluation program that is developed and administered unilaterally by the employer.
- ✓ No access to job descriptions, job ratings or other information pertaining to the job evaluation program.
- ✓ An ineffective procedure for dealing with job reclassification and grievances.
- ✓ No procedure for updating and maintaining the job evaluation program.
- ✓ A lack of information or understanding of job evaluation.

What can a joint job evaluation program do for your local?

A sound joint job evaluation program will:

- Provide accurate and up-to-date job descriptions.
- Provide an accurate method of measuring jobs.
- Identify and eliminate wage inequities.
- Provide a method of evaluating newly created or modified jobs.
- Provide an efficient method of dealing with job reclassification or grievances.
- Provide a wage and salary structure that is fair, equitable and easily understood by all employees.
- Provide a method of maintaining fairness within the system.

VISION STATEMENT

The vision of the Job Evaluation staff is to play a critical and recognized role in meeting the central CUPE goal of achieving fair and equitable wages for all CUPE members. The Job Evaluation staff is made up of dedicated union activists and professionals who are working hard to meet CUPE's goals now and in the future. We are recognized as leaders in the field of job evaluation.

How can job evaluation help you?

Job Evaluation, through its Job Evaluation Representatives and National Office staff, provides assistance to staff representatives and locals with the following:

- Negotiating joint job evaluation clauses in collective agreements.
- Developing the framework and procedures for conducting the joint job evaluation program and its terms of reference.
- Providing training to joint job evaluation committees.
- Facilitating courses offered through the regional Education Representative.
- Acting as a resource throughout all phases of the program including negotiations for the implementation of the program, its administration and maintenance.
- Conducting wage surveys relating to job evaluation.
- Preparing and presenting grievances and arbitrations for job reclassifications and evaluations.

CUPE's job evaluation background

CUPE's Job Evaluation staff has assisted in implementing job evaluation programs for locals in the following sectors:

- Municipalities
- School Boards
- Social Services
- Transportation
- Communications
- Libraries
- Colleges and Universities
- Health Care
- Utilities
- Others