

NOTES FOR REPRESENTATIVES AND LOCALS

Do you need a Job Evaluation Program?

Before getting into a job evaluation program, a local union needs to be clear why they want to do so.

There needs to be an understanding of what a job evaluation program can and cannot do.

A Job Evaluation Program can:

- ✚ Be a useful method to re-examine the value of jobs and realign pay rates between workers;
- ✚ Help to identify and tackle pay inequities, especially gender-based ones.

A Job Evaluation Program is not:

- ✚ A quick fix to get everyone more money;
- ✚ The answer to an individual pay problem;
- ✚ A guaranteed wage increase;
- ✚ A scientific or neutral process.

Embarking on a joint job evaluation program can be a lengthy process when it involves a large number of employees. It can take time to gather the information, analyze it and negotiate the wage adjustments. Implementing the results is often controversial because some jobs get larger wage increases than others and the order of jobs within the wage scale is changed.

If the group is small, any problems are more easily identified, and if the employer is willing to implement the results, the process can be much quicker.

Before starting a joint job evaluation program, be realistic as to how long it is likely to take. If quicker solutions are needed, consider other options.

If the main problem is that a few jobs seem undervalued and underpaid, try to negotiate the reclassification of these positions only. If the problem is one of low wages for all members, the answer is to negotiate higher wages. If the problem is one of lower pay for women workers, consider how best to address it. Pay equity legislation covers many CUPE members and provides a framework for doing so.

Remember, a joint job evaluation program is an ongoing project. A commitment to maintaining the new system will be to evaluate new jobs and review changed jobs over time.

Job evaluation staff can help in different ways:

- ✚ Assist with developing job descriptions that identify the overlooked and undervalued aspects of female jobs;
- ✚ Provide advice on different methods to address the problem;
- ✚ Assist a local in pay equity and internal equity projects.

If wage schedule anomalies exist between job classifications, job evaluation staff can help to identify different options.

If a job evaluation program is needed, it must be a joint labour/management process.

It is essential to negotiate CUPE's Terms of Reference for a joint job evaluation program. It guarantees the union an equal role in implementing the program. It outlines a structure of joint decision-making committees that require union member involvement. And, it commits the employer to implementing and paying out the results of the job evaluation project over a specified period of time.

As a Servicing Representative you often have to deal with employers who hire consultants to unilaterally implement job evaluation programs that can be detrimental to CUPE members. Don't agree to a job evaluation program that is run by a consultant hired by the employer that does not have joint union/management decision-making. If the employer goes ahead without the union's involvement, remember, they can't change the wage schedule without our agreement. Collective bargaining provides us with the opportunity to make the changes we want.

RULE #1
Consult with job evaluation staff before agreeing to anything!

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