

## NEW JOB EVALUATION PROCESS ANNOUNCED FOR CONTINUING EDUCATION INSTRUCTORS (CEI) GROUP

Lydia Salmon, President of CEI District 11 OSSTF and Beth Strong, Manager, Human Resource Services, are pleased to announce that the Board and the Union will undertake a comprehensive job evaluation program for all CEI positions within the Thames Valley District School Board. The decision to engage in the project addresses the need for accurate and timely job information necessary to inform multiple HR processes, such as ongoing compliance with pay equity legislation, determining salary levels and writing job descriptions.

A Joint Steering Committee of Board and CEI representatives has agreed to use the job evaluation tool and job analysis questionnaire developed by OSSTF and widely used in other Boards.

All CEI members will have a role in providing job content for the questionnaires. The CEI Steering Committee members will select a representative team from each job class to complete a questionnaire. Each member of the job class group will be given an opportunity to provide input regarding the final version of the questionnaire to be submitted.

Supervisors will also be able to provide input to the job content. Supervisors will meet to review the questionnaires completed by CEI members and will provide additional information on separate documents. Questionnaires will be completed in the Fall of 2009.

The job evaluation review and associated processes will be coordinated by Lydia Salmon, President, CEI Bargaining Unit, District 11 and Pat Heath, Employee Relations Officer for the Board. Over the next few months the Co-chairs will prepare final versions of the job content for evaluation by the Committee.

### What is Job Evaluation?

Job Evaluation (JE) is a process of determining the value of an individual job in relation to other jobs within the same employee group or organization. While there are many ways to do JE, the Steering Committee has selected the OSSTF job evaluation tool. Each position is rated according to a number of objective criteria or subfactors. There are four major criteria considered when reviewing jobs: skill, effort, responsibility and working conditions. The task of the Job Evaluation Committee is to review each job, select the best description for the job in each category, and assign the corresponding number of points. In the end the points for each position will be totalled and the positions ranked according to those points.

### Job Evaluation Isn't...

JE should not be confused with performance appraisal. The process looks at the value of the job according to established criteria, not how well the job is done by the person in the job. JE does not include setting rates of pay. That is done through negotiations.

## Why do we Need Job Evaluation?

**A sound JE plan provides the following benefits for CEI members and the Board:**

- it ensures that all jobs within a group are measured with the same “yardstick”;
- it enables the Union and the Board to meet their joint obligations under pay equity legislation;
- it provides an objective way to evaluate new or changed positions in the future;
- it provides an equitable basis from which wage/salary structures can be determined; and
- it provides information about jobs from which accurate job descriptions can be prepared.

## Committees

**Steering Committee:** The Steering Committee is responsible for overseeing the overall job evaluation project. Key responsibilities include negotiating the Terms of Reference for the process, selecting the job evaluation tool, training Committee members and advising the Co-chairs on ongoing related matters.

**Job Evaluation Committee:** The sole purpose of the Job Evaluation Committee is to rate the positions by applying the job evaluation tool. There are a total of six (6) members on the joint Evaluation Committee. Alternates are also selected. The Co-chairs do not evaluate jobs.

## Key Dates in the Job Evaluation Process

**November 10, 2009**

Completion of CEI Job Analysis Questionnaires by Writing Team Members

**November 17, 2009**

Job Class Meetings to review Job Analysis Questionnaires

**November 25, 2009**

Supervisor review of Job Analysis Questionnaires

**January 12 & 13, 2010**

Training of Rating Committee members and review process begins

For more information regarding the CEI Job Evaluation process, contact Pat Heath at (519) 452-2000 ext 20246, [p.heath@tvdsb.on.ca](mailto:p.heath@tvdsb.on.ca) or Lydia Salmon, OSSTF District 11 office at (519) 659-6588, [LydiaSalmon@osstf11.com](mailto:LydiaSalmon@osstf11.com)