

JOB EVALUATION

SUPPORT STAFF COMMITTEE

It's a massive endeavor, creating a provincial job evaluation program, especially a province wide program that includes 60 separate school districts, 69 union locals, over 3,600 job descriptions – and all of them have their own job evaluation processes and various organizational structures...

Building a Provincial Job Evaluation Program

There are multiple phases and steps to the creation of a Provincial Job Evaluation Program. In the first phase the Provincial Steering Committee created a framework for the project, including drafting a Terms of Reference, a Job Evaluation Plan, drafting provincial benchmark jobs, and choosing the seven pilot districts.

The second phase involved getting feedback from the Pilot districts to test the benchmarks and the core structure of the program, and even this phase includes multiple steps. We have just completed the first step of the Pilot program, getting direct feedback from locals on the draft provincial benchmark jobs and how matching works.

Hidden from view is the work being done by the Steering Committee and the consultants who are reviewing the work and preparing for the next roll out to the seven pilot districts, including:

- Re-drafting, adding and re-organizing the benchmarks
- Measuring the benchmarks using the Provincial Job Evaluation Plan
- Preparing the matching list of more than 400 pilot district jobs to the benchmarks

The Pilot districts are vital to the next step as we go beyond testing the benchmarks. Now we're testing how the processes works: does the measuring tool work, are the districts able to easily match to provincial benchmarks, and what is the impact on the job hierarchy?

JE PILOT DISTRICTS

Did you know?

During the first phase of the job evaluation program the Provincial Job Evaluation Steering Committee was mandated to choose one school district from each of seven identified provincial regions from among 60 School Districts. These seven districts would be used to test how a provincial program would best work.

To choose districts the Committee set criteria such as: size; capacity of the district, unions and job evaluation committees; variety of jobs; and job descriptions.

Seven Pilots Districts:

- SD 6 Rocky Mountain & CUPE 440
- SD 28 Quesnel & CUPE 4990
- SD 36 Surrey & CUPE 728
- SD 42 Maple Ridge & Pitt Meadows & CUPE 703
- SD 53 Okanagan-Similkameen & CUPE 523
- SD 63 Saanich & CUPE 441
- SD 68 Nanaimo-Ladysmith & CUPE 606

Trial Districts Review Benchmarks. Thank You!

Well over 400 district job descriptions were reviewed and matched to the first set of draft provincial benchmark jobs. This undertaking involved nearly 50 people from seven school districts committing hundreds of hours helping to build a provincial job evaluation program.

We've learned a lot from this first hands-on review and it sets the stage for re-drafting, adding and re-organizing the provincial benchmarks... but more importantly, it gives us the information necessary to help determine what are the best ways to continue with building upon the trial program.

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EXPANDING THE JOB EVALUATION PROGRAM

Ten More Pilot Districts and a Broader Mandate

The Provincial Parties have just agreed to a new Provincial Framework for 2019 – 2022 which includes enhanced language on expanding the Provincial Job Evaluation Program both in terms of breadth and depth.

First, the Steering Committee is now mandated to add ten more school districts (two must be non-CUPE locals) to the Pilot program to confirm the validity of the tool and benchmarks (further details to come).

Second, the mandate is more comprehensive and asks the Committee to develop a hierarchy of jobs, to convert points into pay bands and finally to use funds to adjust identified wage differentials.

The Framework Agreement recognizes this work involves many phases of work and multiple years of commitment.

Pilot District Next Step

What to Expect

Based on the first step of the Pilot district feedback we are now determining the content of the overall package and what will be sent to the districts. We know it's going to be a significant step forward for the project and will include:

- A "How to review Jobs and Matches"
- Package of revised and new provincial benchmarks
- Rating information for each benchmark
- List of local jobs matched to a benchmark
- A "Review/Reconsideration Survey"

The consultants will meet with each local committee to provide training, walk through job reviews and observe the process.

Timeline

We are aiming to send out the next package of materials to the seven pilot districts in December. The consultants, Paul Standing and Peter Coombes will arrange to meet with the seven district job evaluation committees in December or January.

The Outcome

This step brings us close to the end of the first major phase of the Provincial Job Evaluation Program. At the end of this process we will have an overarching structure:

- A JE tool for measuring jobs
- A process for implementing the tool
- Tested Provincial Benchmark Jobs

This project is a massive undertaking and not surprising that the first phase will have taken multiple years to complete. It's a vital phase that lays the foundation for an even larger undertaking.

We are now considering the processes of the next major phase to start in 2019. This next phase will model points systems and create a hierarchy of the benchmark jobs. After that we can model and test the effect of the job hierarchy on local district hierarchies and wage rates. It's only in the final phase when we begin to roll out the program that wage adjustments are to be made.

Benchmark Jobs — will now replace the term "Provincial Job Descriptions"

The goal of the provincial program was not to replace local districts' job descriptions with a provincial set. Local job descriptions have many uses and will continue to be used, while the Provincial Benchmarks have only one purpose: to measure job value – skill, effort, responsibility and working conditions.

**Bulletin
No. 02**

May 16, 2016

By Email: One page

COMMITTEE UPDATE:

The committee has completed its project Terms of Reference which is available both at www.bcpsea.bc.ca and <http://bcschools.cupe.ca>.

Attached is an overview of the steps the committee will be progressing through while undertaking the JE project. The committee is currently undertaking step one and the data collection component of step two concurrently.

REMINDER: REQUEST FOR INFORMATION:

As part of the necessary data collection, the committee requested from School Districts a **copy of all support staff job descriptions** in February 2016. At this time, the following districts have not responded: **SDs 10, 19, 27, 36, 34, 41, 44, 51, 52, 60, 68, 70**. We request the job descriptions (JDs) be submitted to Leanne Bowes (leanneb@bcpsea.bc.ca) before the end of the school year.

Please note the following:

- if your district has all your JDs posted online, a direct link is sufficient
- JDs can be sent as individual files or combined into larger documents
- total email size must be under 10MB
- there cannot be more than 30 attachments to any one email
- email attachments cannot be in .zip or .exe format
- hard copies will also be accepted if that is easier for the district to provide

COMMITTEE MEMBERSHIP:

John Horsfield – CUPE Staff

Kevin Rose – CUPE Staff

Karen Wong – CUPE 3742

Sherrene Ross – CUPE 5101

Leslie Franklin (*Alternate*) - CUPE 703

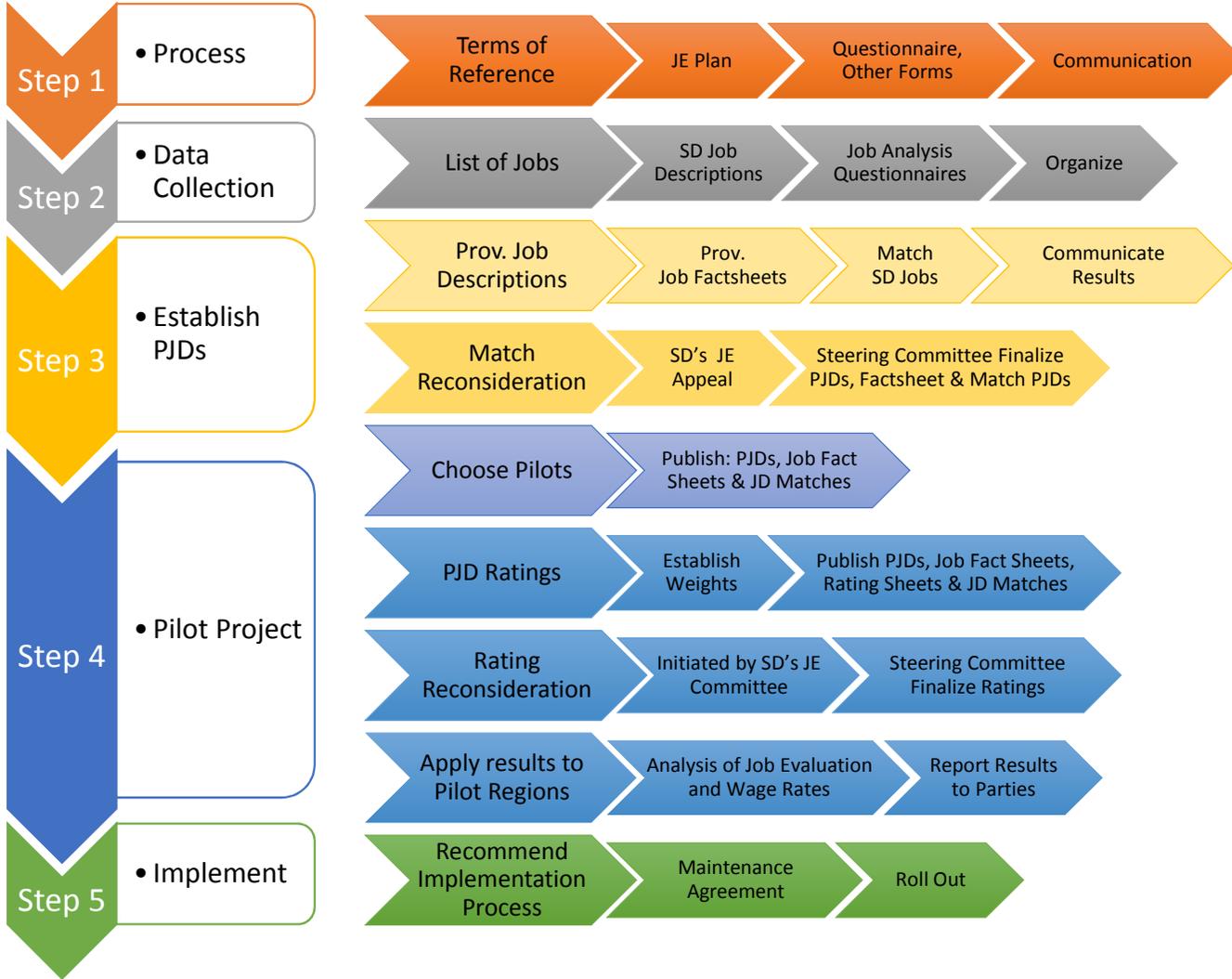
Leanne Bowes - BCPSEA

Joe Strain – SD37 Delta

Paul Standring – SD63 Saanich

Royce Norum – SD57 Prince George

Provincial Job Evaluation Project



BACKGROUND:

The provincial Support Staff Job Evaluation Committee, created in accordance with the June 7, 2014 Provincial Framework Agreement, is pleased to report the work of the committee has commenced.

COMMITTEE UPDATE:

The committee responsibilities include creating a provincial job evaluation plan which may include a regional or local approach. This work will require data collection and analysis and it is estimated by the committee the initial phase (i.e. development of the JE plan) will take approximately two years to complete.

While the committee continues its work, Districts and Locals should note the existing local job evaluation processes are unchanged and remain in operation.

Currently the committee is working on developing a terms of reference for the plan while considering possible plan models and the pros and cons of each.

The committee will be reporting key milestones to the provincial parties and will continue to communicate with School Districts and Locals through bulletins such as this.

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