

**K-12 Support Staff
Provincial Job Evaluation**

Steering Committee

Terms of Reference

Adopted January 13, 2016

Amended August 2023

Amended December 14, 2023

Changes approved by SC December 14, 2023

1. The Provincial Steering Committee (“the Steering Committee” or “the Committee”) is established under the Provincial Framework Agreement (“the Framework”) between BCPSEA and the CUPE BC K-12 Presidents’ Council and Support Staff Unions (“the Parties.”)
2. The role of the Steering Committee is defined by the Framework ([link at bottom of document.](#))
3. The Committee shall consist of not more than 4 representatives appointed by CUPE and not more than 4 representatives appointed by BCPSEA. Steering Committee members represent the collective interests of the provincial project, and not individual districts or bargaining units.
 - a. There shall be 3 voting members appointed by CUPE and 3 voting members appointed by BCPSEA.
 - b. Quorum shall be not less than 2 voting members from CUPE and 2 voting members from BCPSEA. Decisions may be deferred by any voting member until such time that all members are present.
 - c. Advisors and resource persons may be engaged as determined by the Committee. Any such person shall be entitled to voice but not considered to be a member of the committee or determine a final decision.
 - d. Working- and Sub-committees may be structured as determined by the Committee. Final decisions of these committees must be finalized and approved by the Steering Committee.
 - e. All Steering Committee members shall receive necessary job evaluation training as determined by the Committee.
 - f. Spokespersons may be appointed.
 - g. Minutes will be kept of all meetings to reflect the key discussion points and motions passed/approvals given.
4. Decision making:
 - a. Job Evaluation: All Benchmark and Ratings and all other technical JE decisions including the creation of a maintenance program, shall be reached via consensus.
 - b. Committee Business: decisions such as allocation of resources, expenses, meeting schedules, etc may be reached by majority vote.
 - c. Implementation: Recommendations for implementation of the final job evaluation plan will be by mutual agreement and provided to the Provincial Labour Management Committee for approval.
5. Procedures and process for maintenance of the Provincial Job Evaluation Program are found in Addendum A. (*still to be determined*)
6. Procedures and process for local district joint JE committees’ participation in the Provincial JE Program are found in Addendum B. (*still to be determined*)

7. Committee expenses:
 - a. Each member will be reimbursed for travel, hotel, and meal expenses in accordance with the SSEAC committee expense policy.
 - b. Committee expenses such as catering and meeting room costs shall be paid from JE Committee funds.
 - c. Expenses claimed by committee members for committee meetings will be on the SSEAC Committee expense claim form.
 - d. Wage loss for employees of school districts who are not working for BCPSEA or the Unions will be reimbursed for days when the committee meets as a whole.

8. In the event the Steering Committee is unable to reach agreement on any matter relating to the interpretation, application, or administration of the K-12 Support Staff Provincial Job Evaluation program (“the Program”), either party may refer the dispute to the Provincial Labour Management Committee.