

## Frequently Asked Questions (FAQs)

### Job Evaluation System Project

March 2010

#### **What is the Job Evaluation System (JES) project?**

- The Government of Newfoundland and Labrador is introducing a new job evaluation system and classification framework for unionized positions within government departments, the education sector, the healthcare sector, and selected government agencies.
- A job evaluation system is a method for measuring the relative ranking of jobs in a systematic, consistent fashion.
- The proposed new Job Evaluation System is a point factor system, that is, it is a system that will assess a job based on nine factors covering the four broad criteria of skill, effort, responsibility and working conditions.

#### **What is job evaluation?**

- Job evaluation is a means of determining the relative ranking of jobs within an organization.
- Job evaluation focuses on the **scope** and **duties** of the job.
- Job evaluation focuses on job content ("what is done") and not individual performance or seniority ("how well it is done").

#### **What is the status of the JES Project and what are the next steps?**

- Government has engaged Deloitte Inc. to assist with the development of a new job evaluation system. A Project Steering Committee has been created to review and advise on project activities. The Steering Committee is comprised of eight members (four management and four labour representatives - Newfoundland and Labrador Association of Public and Private Employees (NAPE), Association of Allied Health Professionals (AAHP), Newfoundland and Labrador Nurses' Union (NLNU), Canadian Union of Public Employees (CUPE), Newfoundland and Labrador Health Board Association, Newfoundland and Labrador School Boards via Nova Central School Board, and the Public Service Secretariat (PSS).
- The Pilot Phase of the Project is nearing completion with Deloitte's report to be presented to the Steering Committee on February 23, 2010. The pilot project evaluated 100 job classes between June 2009 and November 2009.
- The main phase of the project will commence with training for participating employees and supervisors on or about April 22, 2010. The training is anticipated to be completed by June 4, 2010.
- It is expected that between 3000 and 4000 employees, plus their supervisors, will be identified for training. Each employer will recommend employees in all job classes taking into considerations gender, geographic location, and type of work performed. The recommended employee list will then be presented to union representatives for selection of employees for invitations.
- Selected employees and their supervisors will be invited by e-mail, if available, or via regular mail.

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- Each selected employee will require paid time off to attend a ½ day training seminar and approximately 6 hours paid time off to complete a position description questionnaire.
- To minimize disruption to operations, PSS will be traveling extensively across all sectors of the province to deliver training. Employees will attend a training site near their place of work and go through normal approval channels prior to confirming attendance.

#### **Why has Government begun this project?**

- Government has determined that it is appropriate and timely to develop and implement a new job evaluation system for the purpose of establishing a classification framework that ensures internal equity, is free of gender bias, and meets the needs of a modern public service.
- The overall objective is a new Job Evaluation System that is flexible, user-friendly, efficient, transparent, consistent in evaluation, and understood by users.

#### **How many employees will be affected?**

- Approximately 25,000 unionized employees, allocated over approximately 900 job classes, will be covered by the scope of this project.
- **How were job classes selected for the pilot project and how will they be selected for the main phase?** During the pilot phase, job classes were selected by the Union and the Employer.
- These 135 job classes represented a cross-section of the approximately 900 job classes across the broader public sector. Pilot job classes were well-distributed over all employers, unions, departments, and geography.
- The main phase will assess all remaining bargaining unit job classes.

#### **How were employees selected to participate in the pilot project and how will they be selected for the main phase?**

- Employees from each pilot phase job class were selected to participate based on a representative sampling strategy. The employees were selected based on consultations between the union representatives, Government's Project Manager and the employers ensuring the selection represented employers, unions, departments, geography, gender and types of work performed.
- In the main phase, employers will be asked to put forward recommendations by job class of employees for consideration based on gender, geographic location, employer, bargaining group and type of work performed. All recommendations will then be presented to the union for final selection of a representative sample by class. The number of employees selected by class will vary depending on size of the class and the selection criteria noted above.

#### **How does this impact salary? Will employee's salary change? Could employee's salary be lower?**

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- The purpose at this aspect of the project is to determine whether positions are rated properly in relation to each other.

#### **Will an employee's position description change?**

- Your current Position Description will not change.
- The Position Description Questionnaire (PDQ) you complete will be used to develop a Job Class Profile (a generic description of your class based on all PDQ's received from employees in your class that participated in the project).
- Once the new Job Evaluation System is fully implemented the process to identify and employee's duties and responsibilities will be collected using the PDQ. Unless your duties and responsibilities change, the PDQ you completed during the project will be used under the new system.

#### **How can an employee become involved?**

- While employees are selected by the unions, the project manager and employers to participate in the Project, if an employee has an interest in participating, s/he can forward a request to the project e-mail address, [jes@gov.nl.ca](mailto:jes@gov.nl.ca), call the Classification and Compensation Division, PSS, at 729-3383 or toll free at 1-888-729-3383 or contact their Human Resources Department and put their name forward for recommendation. If not originally selected, employees expressing interest in participating may be invited as a replacement for any selected employee who is not able to participate due to extenuating circumstances.

#### **Is employee participation mandatory?**

- Employee participation is critical to the success of the project, but is voluntary. If an employee is selected and chooses to decline, s/he must advise the PSS either through email at [jes@gov.nl.ca](mailto:jes@gov.nl.ca) or by phoning 729-3383 or toll free at 1-888-729-3383 so an alternate can be selected.

#### **Will employees receive support to participate in the project?**

- Once an employee has been selected for and agrees to participate in the project, support will be provided. This will include paid time off to attend training and for completion of the PDQ, and human resources support as required.
- If employees have specific questions when completing the PDQ, they may contact the Classification and Compensation Division at 729-3383 or toll free at 1-888-729-3383 or by e-mail at [jes@gov.nl.ca](mailto:jes@gov.nl.ca).

#### **Who can I contact for further information?**

- Newsletters will be developed and FAQs will be updated as the project progresses. In the meantime, if you have any questions or comments, please direct them to [jes@gov.nl.ca](mailto:jes@gov.nl.ca) and/or Classification and Compensation Division, PSS, at 729-3383 or toll free at 1-888-729-3383.