



BCGEU Okanagan Job Classification/Reclassification Process

The classification/reclassification process is set out in Article 18 of the Collective Agreement between UBC and BCGEU.

Joint Job Evaluation Committee

The *Joint Job Evaluation Committee (JJEC)* is comprised of both BCGEU and M&P representatives. Each JJEC meeting contains two (2) BCGEU reps and two (2) M&P reps. The purpose of the JJEC is to evaluate roles submitted for classification/reclassification.

Joint Job Evaluation Appeal Panel (JJEAP) is comprised of one (1) BCGEU JJEC member and one (1) M&P JJEC member who were not involved in the initial job evaluation of a role. Their role is to review JJEC decision appeals.

The JJEC/JJEAP conducts evaluations in a transparent, honest and objective manner.

A JJEC or JJEAP member will be declared in a conflict of interest for classifying or reclassifying a job as follows:

- The job being evaluated is the member's job
- The member is in a supervisory or subordinate capacity to the position
- The member is related to the incumbent in the position
- The member must declare a conflict of interest due to personal, business or other relationships that might be reasonably constructed as giving rise to concern about conflict and bias
- To ensure objectivity, members of the JJEAP shall not have had any prior involvement with the particular classification appealed.

Job Evaluation and the Point Factor Rating system

The process of rating jobs is called job evaluation and it is aimed at determining the relative worth of each job at UBC's Okanagan campus. Each of the 10 compensable job factors used in the Job Evaluation Plan can be divided into a number of degrees and each degree is assigned a point value.

The Joint Job Evaluation Committee (JJEC) assigns each job the number of points that corresponds to the degree factors present in the job. For example, the job of custodian might be assigned many points for involving difficult working conditions. The job of payroll clerk might receive fewer points since more agreeable working conditions are involved, but it might receive more points for having a greater financial responsibility.

When the points for each factor are totaled, they will fall within a band range and that is where classification is determined. The ranges vary and there could be a difference of up to 90 points before you reach the next classification.

Factors

The JJEC uses a Point Factor method which looks at 10 compensable job factors used in the Job Evaluation Plan that are divided into a number of degrees and each degree is assigned a point value. These 10 factors determine the classification and compensation for a job. Please see Definition of Factors for the definitions of these factors. Each factor has a certain weighting or measure of importance for the overall rating of a job.



Factor	Percentage of the Total Weight
Education	18
Experience	15
Judgement	15
Impact of Decisions	13
Financial Responsibility	4
Responsibility for the Work of Others	5
Interpersonal Communications	12
Physical Demand	6
Sensory Demand	6
Working Conditions	6
	100%

The JJEC looks at many things in evaluating a job including:

- Current job description
- New job description and how it differs from the previous job description
- Other jobs at UBC’s Okanagan campus that may have similar requirements
- The point factors assigned to similar existing job.

This is why it is very important to be deliberate and thoughtful in writing a job description because it is the basis of rating the work. Again, the job evaluation system is not meant to evaluate individual job performance, volume of work or salary assigned to the grid range level.

Types of Job Evaluations

1. New Position
2. Vacant positions/Existing positions with new duties going forward
3. Reclassifications
4. Appeals

Step by step process based on request type

New Position - Positions that are newly created and require classification.

- 1) Manager obtains financial approval to create new position
- 2) Manager writes job description for new position ([Creating a position | UBC Human Resources](#)) and sends to Compensation with required documents
- 3) Compensation works with Manager to clarify content in job description and advise on process
- 4) Compensation sends to JJEC for review
- 5) JJEC review’s and evaluates position to determine the classification
- 6) JJEC result is communicated to Manager by HR
- 7) Manager (or department administrator) uploads the new position into Workday using Create Position BP [Workday - Create Position \(service-now.com\)](#)
- 8) Compensation/Department head approves new position
- 9) Recruitment can begin!

Documents required:

- BCGEU Request for Classification Review Form



- New Job Description
- Organizational Chart from Manager
- Job Description of any comparator positions (optional)

Vacant Position/New Duties Going Forward

Vacant Positions - Jobs that become **vacant** and the supervisor takes that opportunity to update the job description prior to posting.

Existing positions with new duties going forward - If the supervisor is reorganizing work within the unit and has decided to add duties to an incumbent's role on a go-forward basis, this would be considered **new duties going forward**.

- 1) Manager obtains financial approval to increase salary level of position (if anticipated to change)
- 2) Manager edits job description based on new duties of the position and discusses the changes with the employee (if not vacant)
- 3) Manager sends to Compensation with required documents
- 4) Compensation works with Manager to clarify content in job description and advise on process
- 5) Compensation sends to JJEC for review
- 6) JJEC review's and evaluates position to determine the classification
- 7) JJEC result is communicated to Manager (and Employee, if applicable) by HR
- 8) Manager (or department administrator) uploads the changes to the position into Workday using the Edit Position Restrictions BP [Workday - Edit Position Restrictions \(service-now.com\)](https://service-now.com/Workday-Edit-Position-Restrictions)
- 9) Compensation/Department head approves position
- 10) Recruitment/Promotion process can begin!

Documents required:

- BCGEU Request for Classification Review Form
- Cover letter summarizing differences
- Existing Job Description
- Existing Job Description with track changes
- New Job Description
- Organizational Chart from Manager
- Job Description of any comparator positions (optional)

Reclassification - there has been an evolution of duties within an incumbent's role over time.

- Job descriptions may be submitted for job evaluation 15 months from the last evaluation.
- A request for a reclassification may be initiated by the University or a regular support staff member.
- An employee who requests a reclassification of their position shall initiate the reclassification process by submitting a Request for Classification Review form, current job description (may be obtained from Workday or HR) and proposed new job description (with "track changes"), using the Job Description Template to their immediate supervisor. The employee and supervisor must discuss the employee's classification request and reach agreement on the content of the employee's job description, with a copy of the final job description provided to the effected employee.
- Within 20 working days after the employee submits the documents to the supervisor, the supervisor shall submit the form and the finalized job description to HR who will review documentation for completeness and distribute to the JJEC.
- A supervisor may initiate a request for reclassification of a position. Where there is an incumbent in the position, the supervisor will discuss the changes in the position with the employee and provide the final copy of the job description to the affected employee(s) prior to submitting the



Request for Classification Review form.

- Within 15 days of the receipt of submission the JJEC shall complete the classification rating. The committee shall inform the employee, the supervisor and the union of the results of the classification by letter explaining the reasons for the decision.
- The department is responsible for making the edits to the position/compensation in Workday

Documents required:

- BCGEU Request for Classification Review Form
- Cover letter summarizing differences
- Existing Job Description
- Existing Job Description with track changes
- New Job Description
- Organizational Chart from Manager
- Job Description of any comparator positions (optional)

Appeals – Employee disagrees with the decision made by the JJEC and decides to formally appeal the decision to the Joint Job Evaluation Appeal Panel (JJEAP)

- Only employees have the right to appeal a decision made by the JJEC. The employee must file a classification appeal within 10 working days after receiving the written notification of the decision from the JJEC.
- Once received, HR will schedule the appeal meeting including the JJEAP members, the Employee, the Manager and the HR Advisor
- The information contained in the Appeal documentation must be clarifying existing information submitted on the original request. The introduction of new information or changed to the original information will not qualify for an appeal.
- JJEAP deliberate on the information presented and decide if a change should be made to any of the ratings. The JJEAP has 20 working days to evaluate the appeal and make a final decision on the classification.
- JJEAP sends their results to Compensation
- HR sends communication to the Manager and Employee with results
- The department is responsible for making the edits to the position/compensation in Workday

*If the JJEAP is unable to agree on a proposed classification, the grievance procedure under Article 66 may be invoked.

Documents required:

- BCGEU Classification/Reclassification Appeal Form
- Rationale for appeal/Clarification for individual factors
- Comments and clarification from Manager

Processing the Change

1. If there is a change in classification, the Manager or departmental administrator
 - a. updates the job description in Workday at the new classification;
 - b. submits the Change Job process, effective the date of the reclassification, to process the reclassification – using the salary scale that is in effect on the reclassification effective date (e.g. in the below example, refer to the April 1, 2019 salary scale because the effective date is Mar 1, 2020); and
 - c. submits the Request Compensation Change process(es) to process any completed transactions that affect compensation (e.g. step increases, general wage increases, etc.). When using the correction reason, please indicate the original transaction that's being corrected in the comments box.

Note that a transaction is initiated after the previous one is fully approved and complete.



2. If there is no change in classification, the Manager or departmental administrator
 - a. updates the job description in Workday at the current classification.