

## 2015 JOINT JOB EVALUATION AGREEMENT

### BETWEEN:

#### **CUPE LOCAL 556**

CUPE Comox Valley Area Office  
#6 – 204 N. Island Hwy.  
Courtenay, BC V9N 3P1

(the “Union”)

### AND

#### **COMOX VALLEY REGIONAL DISTRICT**

600 Comox Road  
Courtenay, BC V9N 3P6

(the “Employer”)

The Parties agree, on a without prejudice basis, to the following to ensure the Joint Job Evaluation Committee (JJEC) continues to focus on the task of job ratings pursuant to the JJE Terms of Reference.

**Whereas** the Parties have agreed to a joint job evaluation process, committee and terms of reference for the purpose of administering classification and reclassification issues in the workplace;

**And Whereas** the Parties agree that members of the Joint Job Evaluation Committee (JJEC) should be neutral when sitting on the committee the Parties agree to the following:

### **1. Executive Manager of Human Resources role and responsibilities**

Effective 2015 and on a one-year basis, the Executive Manager of Human Resources shall:

- a) create meeting agendas with co-chairs' input and then finalize;
- b) attend JJEC meeting as an Employer advisor;
- c) continue to act as the JJE plan administrator pursuant to its Terms of Reference and be responsible for ensuring the overall plan administration functionality.

## **2. Joint Job Evaluation Committee (JJEC)**

- a) The JJEC shall focus on the task of job ratings pursuant to the JJE Terms of Reference and attend committee meetings as per Appendix A attached.
- b) The JJEC shall receive all information ahead of committee meetings in order to prepare for efficient use of committee meeting times.
- c) The Employer and Union co-chairs shall rotate the chairing of meetings.
- d) The HR department shall maintain the job evaluation ratings spreadsheets.
- e) The JJEC secretary shall forward meeting minutes once approved by the co-chairs, to the designated Union contract person and the Employer (CAO) by e-mail.
- f) For the Union and the Employer (CAO), the JJEC co-chairs jointly, and the Executive Manager of Human Resources, shall prepare their separate JJE progress status reports on the work progress of the JJEC by November 30, 2015.
- g) The Union and the Employer (CAO) shall meet no later than December 10, 2015 to review the above-noted reports.
- h) The JJEC is scheduled to rate the positions listed in the attached Appendix B – 2015 to 2018 JJEC Maintenance Schedule as previously determined.
- i) The JJEC will continue to observe the following:
  - i. Support an open and inclusive process
  - ii. Treat others with courtesy and respect
  - iii. Listen attentively with an aim to understand
  - iv. Speak in terms of interests versus positions
  - v. Be open to outcomes, not attached to outcomes
  - vi. Focus on service provision
  - vii. Share and discuss ideas from a professional perspective
  - viii. Perform JJEC functions in a neutral manner

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### 3. General

- a) The timelines contained in this agreement may be adjusted by mutual consent of both Parties.
- b) Training of the JJEC committee members may be mutually agreed to with costs shared by the Union and the Employer utilizing Union and Employer consultants.

### 4. Consultant Role

Through input from the two co chairs of the committee, two job evaluation consultants shall be engaged, one by the Union and one by the Employer, to support the Committee through ratings when required. The consultants will also undertake to support the Committee through the Terms of Reference review as required.

- Each party shall pay for the costs of their own consultant
- The executive manager of human resources shall provide the consultants the documents and information necessary to complete the work as required
- The consultants will provide a 2 day training session in September 2015 as required by the Committee to train both union and excluded staff on the joint job evaluation process and support the roles of each party in the JJE process.
- The executive manager of human resources will work with the consultants on an outline of training and support the training initiative as required

**For the Employer:**

  
\_\_\_\_\_  
Print Name: Debra Oakman, CAO

July 9, 2015  
\_\_\_\_\_  
Date

**For the Union:**

  
\_\_\_\_\_  
Print Name: Maxine Copeland

July 13, 2015  
\_\_\_\_\_  
Date

## **APPENDIX A**

### **JOINT JOB EVALUATION COMMITTEE**

Meeting Schedule for 2015 – 9 a.m. to 12.00 p.m. – as needed

- January
- February
- March
- April 1, 2, 9
- May
- June
- July
- August
- September 16, 17 (Consultant training for staff)
- October 13, 2015
- November 17, 2015
- December 9, 2015

## APPENDIX B

### 2015 TO 2018 JJEC MAINTENANCE SCHEDULE

Position Branch/Title	C/A Schedule	Last Rating Completed	Action Required	JJE Article	# of Incumbents
<b>2014</b>					
<b>Property Services Branch – Planning Services</b>					
Engineering Analyst – Property Services	B	Mar-10	Maintenance Review	7	1
Rural Planner	B	Oct-10	Maintenance Review	7	1
Policy Analyst	B	Apr-10	Maintenance Review	7	1
<b>2015</b>					
<b>Public Affairs &amp; Information Services</b>					
Bylaw Compliance Officer	A		Maintenance Review	7	1
<b>Property Services – Wastewater Services</b>					
Compost Facility Operator	A		Maintenance Review	7	1
Senior Sewage Treatment Plant Operator	A		Maintenance Review	7	1
Sewage Treatment Plant Operator I	A		Maintenance Review	7	1
Sewage Treatment Plant Operator II/M	A		Maintenance Review	7	2
Sewage Treatment Plant Operator III	A		Maintenance Review	7	3
<b>2016</b>					
<b>Property Services – Water Services</b>					
Waterworks Operator I	A		Maintenance Review	7	0
Waterworks Operator II	A		Maintenance Review	7	2
Waterworks Operator III	A		Maintenance Review	7	2
Lead Waterworks Operator	A		Maintenance Review	7	1
Senior Waterworks Operator	A		Maintenance Review	7	1
<b>Property Services Branch – Building &amp; Planning Services</b>					
Branch Assistant – Property Services	B		Maintenance Review	7	2
Property Services Representative	B		Maintenance Review	7	2
Senior Property Services Representative	B		Maintenance Review	7	1
Building Official	B		Maintenance Review	7	1
Senior Building Official	B		Maintenance Review	7	1
Planner I	B		Maintenance Review	7	1
Planning Technician I	B		Maintenance Review	7	0
Planning Technician II	B		Maintenance Review	7	2
<b>Public Affairs &amp; Information Systems</b>					
Branch Assistant – Public Affairs and Information Systems	B		Maintenance Review	7	1
Website Technician	B		Maintenance Review	7	1
911 Mapping and Database Coordinator	B		Maintenance Review	7	1
SCADA Technician	B		Maintenance Review	7	1
GIS Analyst	B		Maintenance Review	7	1
Senior GIS Analyst	B		Maintenance Review	7	2

\*To be updated to reflect job titles amended through 2015 collective bargaining.

Position Branch/Title	C/A Schedule	Last Rating Completed	Action Required	JJE Article	# of Incumbents
<b>2017</b>					
<b>Community Services Branch</b>					
Branch Assistant Community Services	B		Maintenance Review	7	2
<b>Community Services Branch – Planning &amp; Parks</b>					
Engineering Analyst Community Services	B		Maintenance Review	7	1
Parks Planner	B		Maintenance Review	7	1
Parks Technician	B		Maintenance Review	7	2
<b>Executive Management Branch – Legislative Services</b>					
Administrative Support	B		Maintenance Review	7	1
Information Centre Assistant	B		Maintenance Review	7	1
Legislative Services Assistant	B		Maintenance Review	7	2
<b>Executive Management Branch - Finance</b>					
Financial Accounting Technician – Accounts Payable	B		Maintenance Review	7	1
Financial Accounting Technician – Accounts Receivable	B		Maintenance Review	7	1
Financial Accounting Technician – Payroll	B		Maintenance Review	7	1
Financial Accounting Technician – Revenue/Utilities	B		Maintenance Review	7	1
Financial Services Assistant	B		Maintenance Review	7	1
Senior Accounting Technician – Financial Operations	B		Maintenance Review	7	1
Senior Accounting Technician – Financial Planning and Analysis	B		Maintenance Review	7	1
<b>Community Services Branch – CVWMC</b>					
Site Operations Technician	C		Maintenance Review	7	1
Labourer	C		Maintenance Review	7	1
Scale and Diversion Attendant	C		Maintenance Review	7	4
Waste Management Operator	C		Maintenance Review	7	4
<b>Property Services Branch – Compost Facility</b>					
Senior Comox Valley Compost Facility Operator	A		Maintenance Review	7	1
<b>2018</b>					
<b>Property Services Branch – Planning Services</b>					
Engineering Analyst – Property Services	B	Mar-10	Maintenance Review	7	1
Rural Planner	B	Oct-10	Maintenance Review	7	1
Planning Technician I	B		Maintenance Review	7	0
Planning Technician III	B		Maintenance Review	7	0
Senior Planner	B		Maintenance Review	7	0
<b>TOTAL INCUMBENTS</b>					<b>65</b>
<b>TOTAL JOB DESCRIPTIONS</b>					<b>52</b>

\*To be updated to reflect job titles amended through 2015 collective bargaining.