

MONTH DD, YEAR

2570-01

<EMPLOYEE FIRST AND LAST NAME >

<JOB TITLE>

c/o <LOCATION>

Article	Reason For Review	Explanation
<input type="checkbox"/> 6.00	Creation of new job	You will find these processes detailed in the joint job evaluation terms of reference in the collective agreement.
<input type="checkbox"/> 6.00	Six (6) month review of new job	
<input type="checkbox"/> 7.00	Maintenance	
<input type="checkbox"/> 8.00	When jobs evolve	
<input type="checkbox"/> 9.00	Rating was appealed	

Dear <FIRST NAME>:

A thorough review of the <POSITION> position was done by the joint job evaluation committee (JJEC) and the decision reached is:

- ☐ **minor/no** changes have been made to the rating(s). The total point value for this job <increased from ### to ###/did not change>. The total point value of ### is still within the range of pay band #. Therefore there is no change to the pay grade for this job.
- ☐ the rating has gone up. The total point value for this job increased from ### to ###. The new total point value of ### is now within the range of pay grade #. Therefore your rate of pay will be adjusted retroactive to <insert date and reason to the date used>.
- ☐ the rating has gone down. The total point value for this job decreased from ### to ###. The new total point value of ### is now within the range of pay grade #. Therefore, you shall receive full red-circling protection for the duration of your tenure in this position.
- ☐ The newly established job has been assigned a temporary rating.

The rating form has been attached to this letter to give you the rationale to our decision. Please feel free to contact one of the following JJEC representatives should you have any questions or concerns.

Sincerely,

<JJEC MEMBER NAME> \_\_\_\_\_  
 <JJEC MEMBER NAME> \_\_\_\_\_  
 <JJEC MEMBER NAME> \_\_\_\_\_  
 <JJEC MEMBER NAME> \_\_\_\_\_  
 <JJEC MEMBER NAME> \_\_\_\_\_  
 <JJEC MEMBER NAME> \_\_\_\_\_

cc: <FIRST & LAST NAME, TITLE OF EMPLOYEE'S MANAGER>  
 <ALL SIX (6) JJEC MEMBERS>  
 <MANAGER OF PAYROLL AND BENEFITS>

RATING FORM			
Job Title:		Date Evaluated:	
Department:		Pay Grade:	
Sub-factor	Definition	Degree	Points
Education and Training	This sub-factor measures the general knowledge and specialized or vocational education and training necessary to perform the job duties in a satisfactory manner, and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent.		
Rationale			
Experience	This sub-factor should be considered when the degree of education and training is established. It serves as a scale of measurement for the amount of practical experience that an average individual having the appropriate theoretical knowledge, specific education and specialized training, would require to be able to perform the job duties.		
Rationale			
Judgement	This sub-factor measures the degree of judgement in terms of complexity, choice of action and initiative required in completing job duties and tasks and solving problems.		
Rationale			
Concentration	This sub-factor measures the period of time wherein mental, visual and/or aural concentration is required on the job. Both the frequency and duration of the effort are to be considered		
Rationale			
Physical Effort	This sub-factor measures the physical activity by the type and duration required to perform the job duties.		
Rationale			
Dexterity	This sub-factor measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) co-ordination. Movements can be either fine or coarse.		
Rationale			
Accountability	This sub-factor measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the impact of the work on the organization.		
Rationale			
Safety of Others	This sub-factor measures the degree of care required to prevent injury or harm to others within the workplace.		

<b>Rationale</b>			
Supervision of Others	This sub-factor measures the extent to which an employee is required to supervise the work of others such as students, volunteers, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.		
<b>Rationale</b>			
Contacts	This sub-factor measures the nature and purpose of the contact necessary when communicating with others, be they co-workers or members of the public. These communications may be in writing or oral and carry varying degrees of responsibility for the handling of contacts tactfully and harmoniously.		
<b>Rationale</b>			
Disagreeable Conditions	This sub-factor measures the type and frequency of disagreeable conditions or hazards under which an employee is required to carry out the job duties throughout the year.		
<b>Rationale</b>			
<b>Total Points</b>			

Either the incumbents(s) or the manager may appeal the rating by submitting an appeal of rating form (Appendix D) to the executive manager of human resources. If an appeal is not submitted within sixty (60) days of receipt of the review decision and rating form (Appendix C) the evaluation of the job becomes final and binding. This would not apply in the case of an appeal of rating.