

TO/DESTINATAIRE: OPSEU Members and their Managers

FROM/EXPÉDITEUR: Joint Pay Equity Committee (JPEC)

DATE: January 2007

SUBJECT/OBJET: Pay Equity Update #2 – Job Evaluation Process

Thank you to all employees who participated in the Job Information Questionnaire Sessions held during September and October, 2006, to gather detailed job data for pay equity purposes. We conducted a total of 26 sessions involving 260 employees across Ontario. We appreciate the time, effort and thought put into your responses.

The Joint Job Evaluation Committee (JJEC), a sub-group of the Joint Pay Equity Committee, has now commenced the job evaluation process to review the job information collected during the questionnaire sessions and evaluate the jobs.

The Job Evaluation Process

The job evaluation process involves grouping positions together into job classes that:

- perform similar duties and responsibilities;
- require similar qualifications;
- are filled using similar recruiting procedures; and
- have the same rate of pay.

The job information provided in the questionnaires completed for each job class, as well as the current job descriptions, will be reviewed and evaluated using the gender neutral comparison system developed by the Committee. Each job will be assigned a level under each of the job evaluation factors included in the comparison system, in order to determine the relative value of the various jobs. The ten job evaluation factors are:

1. Education
2. Experience
3. Communication Skills
4. Judgement
5. Responsibility for Human Resources
6. Responsibility for Information, Financial and Material Resources
7. Effect of Error
8. Mental / Sensory Effort
9. Physical Demands
10. Work Environment

What happens next?

The JJEC held its first job evaluation session at the end of November 2006 and has scheduled a number of meetings over the next few months to review and evaluate jobs. Once all of the jobs have been evaluated to establish the relative value of the female and male job classes, salary data will be analyzed to determine whether any pay adjustments to female job classes are necessary to achieve pay equity.

We will continue to advise employees and managers as we progress through the major project milestones. These updates will be maintained on the Canadian Blood Services Intranet under Talent Management, on workplace bulletin boards, and through the link under Health Care to “Canadian Blood Services” found on OPSEU’s website at www.opseu.org. Employees will be notified of updates as they are posted.