



TO/DESTINATAIRE: OPSEU Members and their Managers
FROM/EXPÉDITEUR: Joint Pay Equity Committee (JPEC)
DATE: July 2006
SUBJECT/OBJET: Pay Equity Update #1 – Collecting Job Information

Further to our memo of June 2006, the Pay Equity project is now entering the job data collection phase. This memo will provide a description of the job data collection process.

The Job Information Questionnaire

Accurate, complete and up-to-date job information is a fundamental piece of our Pay Equity Plan. Although the duties and responsibilities for your job are outlined in a job description, we cannot rely solely on this document for the purposes of Pay Equity as it does not provide all of the information needed to evaluate and compare jobs. Therefore, the Joint Job Evaluation Committee (JJEC), which is a sub-group of the larger Joint Pay Equity Committee, has developed a Job Information Questionnaire to collect detailed job data for pay equity purposes. For example, we need specific examples of the contacts or the physical demands that are typical of the work you do in order to understand your job.

Who will complete the Questionnaire?

There are approximately 950 employees within the OPSEU bargaining units at Canadian Blood Services. Requiring every incumbent to submit job information is not an efficient process, particularly since many employees are part of a multi-incumbent group; that is, they do the same job as one or more other employees. Therefore, the JJEC looked at the logistics of administering the Questionnaire and managing the job information after it has been collected, and identified the following sites as being representative of the range of work performed: **Ottawa** – Concourse, Carling and Kingston; **Toronto** - Lab, Support (67 College), Barrie, Peterborough and Warehouse (78 Mowat); **Hamilton** - Lab, Support and St. Catharines; **London** - London and Windsor; and **Thunder Bay**. In total, we expect to collect job information from over 300 employees at these locations.

What is the role of the Supervisor/Manager?

Supervisors/Managers will be asked to review the completed Questionnaires for accuracy and consistency relative to all of the positions that report to them. Supervisors and Managers may **add** comments about job content and requirements to the completed questionnaires in the space provided for this purpose, but will be asked **not to alter or amend** employee's responses.

When will the process begin?

Questionnaire administration sessions will be held at each of the sites listed above beginning in September 2006. A schedule will be posted on the Canadian Blood Services Intranet, workplace bulletin boards, and OPSEU's website for your reference. Prior to our visits, a memo will be issued to staff at each of the sample sites who are invited to participate.

How will the Questionnaire be administered?

Members of the JPEC will visit the designated offices to guide groups of employees through the Questionnaire and answer questions regarding its completion. The sessions will be approximately two hours in length and will be jointly facilitated by Ann Wallace, OPSEU Pay Equity Negotiator, and either Kate Bradfield, Senior Job Evaluation Analyst from Head Office or the HR Manager for your site.

What happens next?

Once all of the job information has been collected, the members of the Joint Job Evaluation Committee will begin reviewing the data and evaluating the jobs. We anticipate that we will begin this phase during the Fall/Winter of 2006. The job evaluation process will establish the relative value of the female and male job classes and rates of pay will then be examined.

In the end, Canadian Blood Services will post a Pay Equity Plan for each OPSEU bargaining unit, which will identify any monetary adjustments required to achieve pay equity.

We will advise employees as we progress through the major project milestones. These updates will be maintained on the Canadian Blood Services Intranet under Human Resources, 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.