



MUNICIPAL PROPERTY ASSESSMENT CORPORATION



May 3, 2005

Memo To: All Staff

From: Jennifer Reid                      Jane Mizanski  
         OPSEU Co-Chair                      Management Co-Chair  
         Joint Pay Equity Committee        Joint Pay Equity Committee

Subject: Pay Equity Update – Collecting Job Information

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The Pay Equity project is now entering the data collection phase. Following is an update on what this phase will involve and your role in the process.

***The Pay Equity Job Questionnaire***

Accurate, complete and up-to-date job information is a fundamental piece of our Pay Equity Plan. The duties, tasks and responsibilities for every position in MPAC are outlined in a Job Description document, which serves a variety of purposes – recruitment, job orientation, performance management and classification. However we cannot rely solely on these documents for the purposes of Pay Equity as they may not have the same level of information about all jobs, making it difficult to compare positions, and they do not cover all aspects of the job, such as the physical effort and manual dexterity required to perform the job duties.

With expertise provided by an external consultant, the Joint Pay Equity Committee (JPEC) has developed a Job Questionnaire that covers all the pay equity requirements: skill, effort, responsibilities and working conditions.

***Who will complete the Questionnaire?***

As you may recall, the Pay Equity Plan applies only to those positions in the organization that have been identified as female or male dominated. In MPAC we have 79 pay equity positions: 50 female dominated and 29 male dominated. The Questionnaire will be applicable only to these 79 positions.

There are over 1100 regular and temporary employees in these 79 positions, so the Committee looked at the logistics of applying the Questionnaire and managing the information after it has been collected. 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. The Committee identified the following offices as the

representative group to complete the Questionnaire: Brockville, Ottawa, Peterborough, Richmond Hill, Mississauga, Bracebridge, Cambridge, Guelph, London, North Bay, Sudbury, Thunder Bay, Pickering and Milner. In total, we expect to collect job information from over 700 employees.

***What is the role of the Supervisor/Manager?***

To balance the information received from employees, we will also be asking a sample group of field managers to complete the Questionnaire for positions that report to them. This could involve an additional 100 completed Questionnaires. Your supervisor or manager will **not** see your completed questionnaire; rather, they will provide input independent of your responses.

***When will the process begin?***

The JPEC has scheduled facilitated sessions in each of the above offices beginning May 16 with the Head Office and Milner locations. A detailed schedule has been posted on the Pay Equity intranet website for your reference. In addition, prior to our visits a memo will be issued to staff in each of the sample offices identifying who is expected to participate. An employee will be excused from participating in their scheduled session where there has been an authorized absence from work (vacation, sick leave, etc.) or a scheduled ARB hearing.

***How will the Questionnaire be delivered?***

Members of the JPEC will visit each of the designated offices to guide employees through the Questionnaire. Ann Wallace, OPSEU Pay Equity Negotiator, and Jane Mizanski, Compensation & Benefits Specialist with MPAC, will jointly facilitate the sessions.

***What happens next?***

Once we have collected all the job information the JPEC will review and evaluate the data to arrive at a point value for each pay equity position. We will begin this phase in September with a target completion date of October 2005. Following the evaluation process, the JPEC will review compensation rates and determine if adjustments are required. In the end, all the steps taken to achieve pay equity compliance in MPAC will be documented and posted in the Pay Equity Plan.

Jennifer Reid

Jane Mizanski

Copy: JPEC members  
Jack Julien, Management Advisor  
Ann Wallace, OPSEU Advisor