

CUPE 2950 Job Evaluation Committee

Update: NOVEMBER 2006

Posted online at http://www.hr.ubc.ca/comp/job_evaluation/2950cmtee.html

We would like to take this opportunity to update you on the status of the CUPE 2950 Job Evaluation (JE) project. The ultimate purpose of this project is to improve the existing CUPE 2950 JE system, which is used to evaluate jobs in order to establish rates of pay.

The goal is to keep what is working well in the existing system and to improve areas that are weak. Both parties want a system that is ultimately simple, transparent, consistent, effective and efficient.

The joint committee has made very good progress and we have agreed on the type of JE system we believe will accomplish that:

- this system maintains a variation of the current point factor system as the underlying foundation;
- the main modification is that jobs will be matched to a series of *benchmarks*;
- the point factor system will lie in the background for use in assigning benchmarks to pay grades;
- this type of system combines the benefits of a structured point factor plan with the consistency, transparency and ease of administration of a classification system.

Now that the committee has agreed on the type of system to develop, it has turned its attention toward the technical aspects of developing the new system. This involves four key aspects: factors, weightings, benchmarks and pay grades. The concepts of factors and weightings are familiar from the current system; the details have changed.

The major introduction will be a system of benchmarks. Benchmarks are not job descriptions; rather, they are a tool that is used to classify jobs that are similar. They are neither as specific as one job nor as general as job standards, which attempt to describe all jobs in one job family in one pay band with one description. A benchmark may apply to many jobs if they are similar, but it may only apply to one or two, even if those jobs are in the same job family and pay band as other jobs. Each benchmark is attached to a pay grade, so the process of matching jobs to benchmarks allows the determination of pay levels.

An important next step is to develop these *benchmarks*. The committee has begun the process for the *Library Assistant* group of jobs. A focus group of subject matter experts was held, information was gathered, and the committee is now in the process of applying the information to the development of

draft benchmarks. This process will be repeated for all jobs groupings within CUPE 2950, as listed below:

- Library Assistants
- Human Resources
- Finance
- Event Planning
- Communication (e.g., editorial support)
- Support (Clerks/Secretaries – Academic, Student, Admin Office)
- Medical Administration (Clinical Secretaries/Office Assistants)
- Technical support (IT, Theatre).

The technical job evaluation tasks outlined above are being worked on by the joint committee, as well as participants of the various focus groups.

We appreciate the contribution being made by CUPE 2950 members and members of management. We are enjoying a collaborative process in which all participants are using their experience and their knowledge of the current system, and working towards improving upon the system where we can.

While there is still a fair amount of technical work to do, we anticipate that the result will be a much improved system for establishing pay levels for CUPE 2950 jobs.

We will continue to provide regular project updates. Questions pertaining to the project may be directed to office@cupe2950.ca or Tina Duke, *Compensation Consultant*, in Human Resources, at christine.duke@ubc.ca.

Want to receive updates from the CUPE 2950 JE Committee?

Sign-up by sending an email to:
cupe-2950je@interchange.ubc.ca