

## Factors in CUPE Job Evaluation

Job Evaluation is a Joint Committee between CUPE 5101 and School District #79 and is part of the Collective Agreement. To understand more about the committee, please refer to page 78 of the Collective Agreement, Appendix F, *Joint Job Evaluation Committee Maintenance Manual*.

Job Evaluation is based on a factor weighted scale. There are 4 main factors that are broken down into 11 subfactors.

### 1. Skill

1. Education
2. Experience
3. Initiative/Judgement

### 2. Effort

4. Attention to Detail
5. Physical Activity
6. Dexterity

### 3. Responsibility

7. Accountability
8. Safety of Others
9. Supervision Given
10. Contacts/Interpersonal Skills

### 4. Working Conditions

11. Disagreeable Conditions

## Job Evaluation Calculations

- Each subfactor has varying levels of degree that are ranked anywhere from 1-9 degrees.
- Levels of degree are pre-determined in accordance with the job evaluation plan as per the CUPE Collective Agreement and are the same for all job description evaluations.
- Each subfactor's level of degree has a weighted value.
- All subfactor weighted values are totaled and the sum determines the position's placement on the job band, which determines the pay grade.

*The Job Evaluation Committee cannot address the issue of work load, nor tasks completed outside of a job description.*

## Factor Definitions

### SKILL

**EDUCATION** – This subfactor measures the general knowledge and specialized or vocational 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.

**EXPERIENCE** – This subfactor should be considered when the degrees of knowledge are 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.

**INITIATIVE/JUDGEMENT** – This subfactor measures the choice of action required in applying methods or procedures to complete the tasks.

### EFFORT

**ATTENTION TO DETAIL** - This subfactor measures the period of time wherein mental, visual and/or hearing concentration is required on the job. Both the frequency and duration of the effort are to be considered.

**PHYSICAL ACTIVITY** – This subfactor measures the physical activity, by the type and duration, required to perform the duties.

**DEXTERITY** – This subfactor 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) coordination. Movements can be either fine or course.

### RESPONSIBILITY

**ACCOUNTABILITY** - This subfactor 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 effect of the work.

**SAFETY OF OTHERS** – This subfactor measures the degree of care required to prevent injury or harm to others.

**SUPERVISION GIVEN** – This subfactor measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual etc.) of the employer and employees of other organizations.

**CONTACTS/INTERPERSONAL SKILLS** - This subfactor measures the contacts and the interpersonal skills necessary in communication with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.

### WORKING CONDITIONS

**DISAGREEABLE CONDITIONS** – This subfactor measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties such as dust, smell etc.