

Queen's – USW Local 2010 (“USW”) JE Project

Job Evaluation Results Appeal Process

Step 1 - Receipt of the Job Evaluation Results

1. Incumbents will receive a link by email to access the SharePoint folder where a Job Evaluation Results Form (“Results Form”) has been placed by the HR JE project team.
2. The Results Form conveys the outcome (results) of the job evaluation process for your current position. As the incumbent in this position, it is expected that you will review the Results Form.
3. Please note the following:
 - The Results Form was completed based on the information that was accurate as of the date of submission of the JCQ¹. If the position has changed following the date of submission of the JCQ, do not submit an Appeal Form based on those changes. There will be an opportunity for these circumstances to be reviewed later.
 - If you were not the incumbent at the time the Job Content Questionnaire (“JCQ”) was submitted, your name does not appear in Section 2: Job Content Questionnaire Identification Information. We recommend that you review the Results Form with your manager.
 - You may have submitted a JCQ for a prior position that you held, and as of the timing of the release of JE results, you have subsequently changed positions. This means that you will not receive a Results Form for a prior position, even if you and your previous manager completed the JCQ for that position.

Step 2 - Reviewing the Results Form

4. In reviewing the Results Form, please confirm the following:
 - the information provided in the JCQ is complete (no details about the work have been omitted or under-described in a way that could impact the assessment of the skills, effort, responsibility and working conditions of the position), and describes the position as it was on the date of submission of the JCQ, and
 - the HR evaluators sufficiently credited (considered) all of the information provided in the JCQ (e.g. that the Description fields and Notes, if any, in the Job Evaluation Result Form summarize the expectation for skills, effort, responsibility and working conditions for the position).

To assist in understanding your Results Form, please consult the Guide to Job Evaluation Results document located on the SharePoint website.

In reviewing the Results Form remember that the evaluators have assessed the skills, capabilities and performance requirements for the position. It is possible that incumbents will possess skills and/or capabilities that exceed those required for the position. The process is an evaluation of the position only and not the skills and capabilities of the incumbents.

Step 3 – Completing an Appeal Form

5. To be accepted for review as part of the Appeal Process, the Appeal Form must be complete and contain all the required details will be reviewed as part of the Appeal Process outlined in subsequent steps below.

¹ There was no completed JCQ submitted for a small group of employees. A Position Summary, reviewed jointly by the HR evaluation team and the USW audit team, was used to determine the evaluation Results for their position. These employees will receive a copy of this Position Summary along with their Results Form to assist them with their review.

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Appeal Forms that are incomplete and/or do not contain the required information will not be included in the formal Appeal Process. If you have questions regarding the completion of the Appeal Form, please:

- Discuss with your manager;
- Contact the USW Office at 613-533-2693 or jobeval@usw2010.ca to consult with a representative of USW to discuss your results and/or to seek guidance regarding submitting an Appeal (e.g. grounds for an Appeal, consultation on considerations for submitting an Appeal); or,
- Initiate a support request via the Queen's dedicated job evaluation project support (je.project@queensu.ca), extension 78018) for general questions (Guide to the JE Results Form, Appeal Process, technical support and SharePoint website support).

Step 4 - Submission Deadline for Appeals

6. Incumbents and their managers have 30 calendar days from the Date of Notification (August 5, 2020 to September 4, 2020 by 11:59pm) to dispute the contents of the Results Form by submitting an Appeal Form. The Appeal Form (fillable .pdf) is located on the SharePoint site, and can be downloaded.
7. Completed Appeal Forms must be submitted to Human Resources (je.project@queensu.ca) on or before the deadline to be reviewed during the Appeal Process.
8. The incumbent and their manager should both sign the Appeal Form. This sign-off indicates that both the manager and the incumbent have reviewed the Appeal Form. However, it does not necessarily indicate agreement with the contents of the Appeal Form. If the manager does not sign-off on the Appeal Form, the incumbent may submit the Appeal Form without the manager's signature provided the Appeal is submitted prior to the deadline.
9. In circumstances where a single JCQ was submitted for a position with multiple incumbents, a copy of the same Results Form will be provided to all incumbents (this is referred to as a multi-incumbent position). In the case of a multi-incumbent position at least half of the total current incumbents must sign the Appeal Form for an Appeal Form to be processed. Separate Appeal Forms can be submitted by each incumbent for a multi-incumbent position, including appeals citing concerns with different Sub-Factors or a single Form can be completed on behalf of more than one incumbent.
10. If no Appeal Form is received within 30 calendar days from the date of Notification, the Job Evaluation Results are considered final, unless an extension is granted.
11. A request to extend the timelines to submit an Appeal Form must be submitted to Human Resources (je.project@queensu.ca) prior to the deadline for submitting an Appeal Form (August 5, 2020 to September 4, 2020 by 11:59pm). Human Resources will provide the USW with a copy of any requests for an extension.
12. Extensions of the deadline will only be granted based on significant adversity.

Review of Appeal Forms

13. Following receipt of an Appeal Form, submitted before the end of the submission deadline, Human Resources will:
 - Notify the current incumbent(s) and the manager(s) of receipt of the Appeal Form; and
 - Upload the Appeal Form to a shared folder with the USW when it is received.

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14. Within 30 calendar days of the date of upload the USW will:
 - Review the Appeal Forms to ensure each Appeal Form contains the required details (as outlined in paragraph 5 above); and
 - Inform Human Resources of which Appeals they consider likely to result in a change to the Results Form and the details of any suggested changes.
15. Human Resources will advise the current incumbent(s) and their managers via email as to whether a given Appeal will be proceeding. A copy will be sent to the USW.
16. Human Resources will review the Appeals that the Union has validated (recommended to proceed).
17. Following the acceptance of a valid Appeal Form, Human Resources and the USW and their respective consultant(s) will meet and review the Appeal Form and endeavour to reach agreement on the changes to the JE Results Form. This review could include the respective consultant(s) meeting separately and providing a joint recommendation to Human Resources and the USW regarding any Appeal Form(s).

Appeal Results

18. If Human Resources and the USW agree to evaluation changes suggested by the USW's review of the Appeal Form, the Results Form will be amended accordingly.
19. The amended Results Form will be provided to the incumbent and their manager with a copy to USW.
20. All employees and managers will receive amended Results Forms at the same time at the end of the Appeal Process.
21. The amended Results Form will be considered final.
22. If Human Resources and the USW do not reach an agreement on adjustments to the Results Form, then the process for review by an independent third-party review will be initiated.
23. Human Resources will advise the current incumbent(s) and their managers via email as to whether a given Appeal will be proceeding to an independent third-party review. A copy will be sent to the USW.