

Letter of Agreement

B E T W E E N:

The University of Guelph

(the “University”)

- and -

United Steelworkers, Local 4120

(the “Union”)

WHEREAS on June 8, 2018 and May 20, 2021, the University and the Union (together, the “Parties”) entered into Letters of Agreement detailing how the Parties would address retroactivity payments and the implementation of the new job evaluation tool.

AND WHEREAS since the launch of the new job evaluation tool in July, 2021, and the release of the pilot test results, the Parties have continued to work jointly to provide employees and manager with resources and support with the new job evaluation process.

AND WHEREAS through a series of meetings, the Parties have discussed various ways to address identified issues with an aim of streamlining the job evaluation process, to issue results promptly and efficiently.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- I. Incumbents will be given twenty (20) business days to complete their JIQ.
 - a. Upon completion of the JIQ, the JIQ will be sent to their manager for their review and comment. Comments will be provided within fifteen (15) business days following receipt of the completed JIQ.
 - b. Upon receipt of the manager’s comments, the JIQ will be provided to the Dean/Division Head for review and comment. Comments will be provided within ten (10) business days following receipt of the manager’s comments.
 - c. Outside of the required commentary within the JIQ, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team.

- II. When incumbents are provided with instruction on how to complete their JIQ, they will be advised that, if they have not completed their JIQ within the twenty (20) working day timeframe, or if they elect not to complete their JIQ first, their manager will be asked to complete the JIQ first. The manager will be afforded twenty (20) business days to do so.

- a. Upon completion of the JIQ, the JIQ will be sent to the incumbent for their review and comment. Comments will be provided within fifteen (15) business days following receipt of the completed JIQ.
- b. Upon receipt of the incumbent's comments, the JIQ will be provided to the Dean/Division Head for review and comment. Comments will be provided within ten (10) business days following receipt of the incumbent's comments.
- c. Outside of the required commentary within the JIQ, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team.

III. For multi-incumbent positions:

When incumbents are provided with instruction on how to complete their JIQ, they will be advised that, if they have not completed their JIQ within the twenty (20) working day timeframe, or if they elect not to complete their JIQ first, their manager will be asked to complete the JIQ first, in accordance with 2, below.

1) Incumbents complete JIQ

- a. The incumbents will assign one (1) incumbent to gather comments and submit the JIQ on behalf of all incumbents. The incumbents will be afforded twenty (20) business days to do so. If the incumbents are unable to complete the JIQ within twenty (20) business days, the manager will be asked to first complete the JIQ, pursuant to 2), below.
- b. Upon completion of the JIQ, the JIQ will be sent to the manager of the multi-incumbent position for their review and comment. The manager will be afforded fifteen (15) business days to do so.
- c. Upon receipt of the manager's comments, the JIQ will be provided to the Dean/Division Head for review and comment. Comments will be provided within ten (10) business days following the receipt of the incumbents' comments.
- d. Outside of the required commentary within the JIQ, no additional commentary will be permitted unless additional clarification is requested by the job evaluation team.

2) Manager completes JIQ:

- e. The manager of the multi-incumbent positions will first be asked to complete the JIQ. The manager will be afforded twenty (20) business days to do so. The University will copy the Union on this correspondence to the manager.
- f. Upon completion of the JIQ, the JIQ will be sent to the incumbents for their review and comment.
- g. The incumbents will assign one (1) person to gather and submit all comments on behalf of all incumbents. Comments will be provided within fifteen (15) business days following receipt of the completed JIQ.

- h. Upon receipt of the incumbents' comments, the JIQ will be provided to the Dean/Division Head for review and comment. Comments will be provided within ten (10) business days following receipt of the incumbents' comments.
- i. Outside of the required commentary within the JIQ, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team.

- IV. For incumbent completed JIQ's, in the event that management cannot adhere to the timelines outlined above, the date of submission for the purposes of calculating any retroactive payments required will be deemed to be twenty-five (25) days following the date the JIQ was submitted by the employee, or actual date of JIQ submission to Human Resources, whichever is earlier.

For management completed JIQ's, in the event management cannot adhere to the timelines outlined above, the date of submission for the purposes of calculating any retroactive payments required will be deemed to be forty-five (45) days following the date the manager was asked to complete the JIQ, or actual date of JIQ submission to Human Resources, whichever is earlier. Any extension granted to an incumbent will be added to the determination of the retroactive payment date.

- V. Appeal Process

Job Information Questionnaire evaluation results may be appealed by incumbents and/or their managers within twenty (20) business days of receipt of the evaluation results (thirty (30) business days for multi-incumbent positions). A copy of the Appeal Form will be made available to the Union upon submission.

Grounds for Appeal:

An incumbent and/or manager may appeal one or more factor ratings if the incumbent and/or manager is of the view that:

- a. An important aspect of job content information was omitted from the Job Information Questionnaire, or
- b. Important job content information has been insufficiently considered in the evaluation.

1) Appeal Procedure:

- a. The incumbent or manager initiating the appeal will complete the Appeal Form which includes an explanation for changes to the rationale of the factor(s) under appeal. The appeal should be clearly and concisely written and should not include a new rewritten Job Information Questionnaire.
- b. Appeals will be submitted on the Appeals Form to Human Resources who will retain the original copy. If an employee initiates an appeal, they will provide a copy of the Appeal Form to their manager for comment, normally within ten (10) business days of receipt of the evaluation results. Conversely, if a manager submits an appeal, they will provide a copy of the Appeal Form to the employee for comment within ten (10) business days of receipt of the

evaluation results. This will allow the other party sufficient time to review and provide comment before the completed Appeal Form is submitted to Human Resources. Appeal Forms must be submitted to Human Resources within twenty (20) days of the receipt of the evaluation results.

- c. For an appeal of a multi-incumbent position, the submission must be distributed for review to all employees covered by the original JIQ. An additional ten (10) business days will be provided to allow for this review. At least 50% of those employees must sign indicating their agreement with the Appeal for it to proceed. In circumstances where an incumbent(s) in a multi-incumbent position submitted supplementary information specific to their position and wishes to appeal, the 50% threshold does not apply. An extension of these timelines may be granted by Human Resources. Human Resources will then notify the incumbent(s) and manager(s) that the appeal submission is complete and will move forward for review.
- d. Outside of the required commentary within the Appeal Form, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team
- e. The appeal will be reviewed by Human Resources within sixty (60) business days, subject to resource availability. Human Resource will only consider the subfactor(s) in dispute, unless changing one subfactor rating affects other subfactor ratings. Any of the disputed or related subfactor ratings may go up or down, or the ratings may stay the same. Any changes to the rating will be reflected on an amended Rating Record. It is possible that the process may result in changes to other jobs that have not requested appeal.
- f. Human Resources will release the results of the Appeal to the incumbent(s) and manager(s), with a copy to the Union.

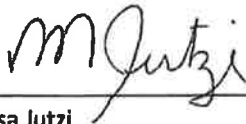
VI. Where the incumbent(s) or the Union does not agree with the final appeal outcome of the evaluation:

- a. The Union will notify the University of such disagreement, in writing, and will provide details with respect to their concerns within seven (7) business days of receiving the results of the evaluation.
- b. The University will schedule a meeting with the Union to discuss the concerns raised.
- c. The Parties agree that such meeting will not be scheduled until:
 - 1. five (5) evaluations have been referred to the University by the Union;
 - or,
 - 2. if the five (5) evaluation threshold has not been met, the evaluations that have been referred, no matter the number, will be discussed by the Parties after one (1) month has elapsed from the first referral.
- d. Within seven (7) business days of the meeting, the University will provide a written response to the Union regarding the concerns raised in the meeting.
- e. If the Union continues to disagree with the response, the Union may, within seven (7) business days of receiving the University's response, refer the evaluation(s) to mediation.

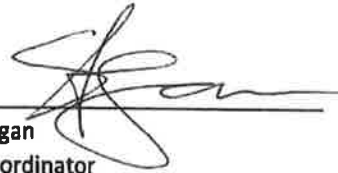
- f. The Parties agree that such evaluation(s) will not be referred to mediation until:
1. five (5) evaluations have been referred to mediation by the Union; or,
 2. if the five (5) evaluation threshold has not been met, the evaluations that have been referred, no matter the number, will be referred to mediation after three (3) months have elapsed from the first referral.
- g. The mediation procedure shall be based on the use of a single mediator, selected on a rotating basis from a panel of three (3) mediators set out below:
- Lindsay Lawrence
Liz McIntyre
Diane Gee

Should the mediator slated for rotation not be available within a six (6) month period, then the next mediator in rotation shall be contacted for availability. Should they not be available the matter shall be referred to the next mediator until the full list of mediators has been exhausted at which point the original mediator scheduled will be requested to hear the matter. Nothing shall preclude the Parties, where practical and upon mutual agreement, from selecting other mediators other than those contemplated above.

Dated at Guelph, this 27 day of September, 2022.



Melissa Jutzi
Director, Human Resources (Total Compensation)
University of Guelph



Sean Logan
Area Coordinator
United Steelworkers



Lydia Bay
Director, Human Resources (Staff Relations)
University of Guelph



John Tartt
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