

**Letter of Agreement**  
(this "Agreement")

Between

**The University of Guelph (the "University")**

And

**United Steelworkers Union, Local 4120 (the "Union")**

(together "the Parties")

**WHEREAS** the Parties have worked jointly to address identified issues with the aim of streamlining and clarifying the current job evaluation process;

**AND WHEREAS** the Parties agree that this Agreement supersedes and replaces the previous Letter of Agreement regarding job evaluation dated September 27, 2022, and that the job evaluation process outlined in this Agreement applies to all job evaluations initiated on or after August 1, 2024 ;

**NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. Employee-Initiated Job Evaluations**

Employees may initiate the evaluation of their own job where they feel that the duties of their position have evolved or changed over time, and/or where, on a periodic basis, they wish to have their role evaluated to ensure accuracy and alignment with their responsibilities and the needs of their Department (typically, such periodic reviews should occur every five (5) years).

All parties will make every effort to meet the timelines as defined below. However, in extenuating circumstances, and by mutual agreement of the University and the Union, timelines may be extended. Such request for extension will not be unreasonably denied.

In such employee-initiated circumstances, the process is as follows:

- a. The Employee will contact Human Resources and request to initiate the JIQ process. Such access to their JIQ will not be unreasonably denied;
- b. Employees will be encouraged to speak to their Union for advice. It is understood that reasonable amount of time during their normal working hours will be provided to work on their JIQ, subject to the operational requirements of their Department.
- c. Upon completion of the JIQ, the completed JIQ will be sent to the Employee's direct Supervisor for leadership input;
- d. Following receipt, the applicable leader(s) will have twenty-five (25) business days to add their input to the JIQ;
- e. Following the twenty-five (25) business day timeline noted above, Human Resources will have the discretion to proceed with the evaluation regardless of whether or not leadership input has been received.

- f. Upon completion of the evaluation process, the Supervisor shall complete a JIS and will provide it to Human Resources.

Notes for Employee-Initiated Job Evaluations:

- Outside of the required commentary within the JIQ, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team (for example, where there are significant differences between the comments in the JIQ).
- If, at any time during the above-noted process, an Employee elects to reopen the JIQ and submit substantive new information, the entire process above will be restarted. It is understood that in such circumstances, the evaluation will lose its place in the queue of job evaluations, and will be deemed a new evaluation. This also means that any applicable timelines related to retroactive payments (see below), will be reset.
- Where the evaluation results in the need for retroactive payments to the employee, payments will be made retroactive to the date the employee submits the completed JIQ to their supervisor for input.
- For multi-incumbent positions, the incumbents will assign one (1) incumbent as a representative to complete and submit the JIQ on behalf of all incumbents. Multiple JIQs shall not be permitted or accepted for evaluation.

## 2. Employer-Initiated Job Evaluations

### a. *Vacancies, New Positions, and Re-organizations*

Supervisors may initiate the job evaluation process while positions are vacant, at the outset of creating a new position, or where an existing position is to undergo a sudden and significant change in job duties.

In such Employer-initiated circumstances, the process is as follows:

- i. The Supervisor will complete a JIS which will be submitted to Human Resources for evaluation;
- ii. Following the evaluation, affected Employees will have the opportunity to request to initiate the JIQ process:
  1. For employees hired into new or previously vacant positions, after six (6) and within eight (8) months of their date of hire; or
  2. For employees affected by a sudden and significant change in job duties, after six (6) and within eight (8) months of the Supervisor's submission of the original JIS for evaluation;
- iii. In these circumstances, the Employee will have twenty (20) business days complete the JIQ;
- iv. Upon completion of the JIQ, the completed JIQ will be sent to the Employee's direct Supervisor for input;
- v. Following receipt, the applicable leader(s) will have twenty-five (25) business days to add their input to the JIQ;

- vi. Following the twenty-five (25) business day timeline noted above, Human Resources will have the discretion to proceed with the evaluation regardless of whether or not leadership input has been received.
- vii. Upon completion of the evaluation process, the Supervisor shall complete a JIS reflecting the results of the evaluated JIQ, and will provide it to Human Resources.

Notes for Vacancies, New Positions, and Re-organizations:

- Outside of the required commentary within the JIQ, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team (for example, where there are significant differences between the comments in the JIQ).
- If, at any time during the above-noted process, an Employee elects to reopen the JIQ and submit substantive new information, the entire process above will be restarted. It is understood that in such circumstances, the evaluation will lose its place in the queue of job evaluations, and will be deemed a new evaluation. This also means that any applicable timelines related to retroactive payments (see below), will be reset.
- Where the evaluation results in the need for retroactive payments to the employee, payments will be made retroactive to:
  - For employees hired into new or previously vacant positions, their start date; or,
  - For employees affected by a sudden and significant change in job duties, the date of the Supervisor's submission of the original JIS for evaluation.
- For multi-incumbent positions, the incumbents will assign one (1) incumbent as a representative to complete and submit the JIQ on behalf of all incumbents. Multiple JIQs shall not be permitted or accepted for evaluation.

*b. Job Evolution/Change Over Time*

Supervisors may also initiate the job evaluation process where they feel that the duties or requirements of a position have evolved or changed over time. In this Employer-initiated circumstance, the process is as follows:

- i. The Supervisor will notify the affected Employee in writing of their intent to evaluate the Employee's position;
- ii. In response, the Employee will have the opportunity, within two (2) weeks of being notified, to request to initiate the JIQ process:
  1. In these circumstances, the Employee will have twenty (20) business days to complete the JIQ;
  2. Upon completion of the JIQ, the completed JIQ will be sent to the Employee's direct Supervisor for input;
  3. Following receipt, the applicable leader(s) will have twenty-five (25) business days to add their input to the JIQ;
  4. Following the twenty-five (25) business day timeline noted above, Human Resources will have the discretion to proceed with the evaluation regardless of whether or not leadership input has been received.
  5. Upon completion of the evaluation process, the Supervisor shall complete a JIS and will provide it to Human Resources.

- iii. In the alternative, where the Employee does not request to initiate the JIQ process per above, the Supervisor will complete a JIS which will be submitted to Human Resources for evaluation. If such evaluation decisions are not appealed within the prescribed timelines noted below, such evaluations will be deemed factored and final.

Notes for Job Evolution/Change Over Time:

- Outside of the required commentary within the JIQ, no additional commentary will be permitted, unless additional clarification is requested by the job evaluation team (for example, where there are significant differences between the comments in the JIQ).
- If, at any time during the above-noted process, an Employee elects to reopen the JIQ and submit substantive new information, the entire process above will be restarted. It is understood that in such circumstances, the evaluation will lose its place in the queue of job evaluations, and will be deemed a new evaluation. This also means that any applicable timelines related to retroactive payments (see below), will be reset.
- Where the evaluation results in the need for retroactive payments to the Employee, payments will be made retroactive to either the date the Employee submitted the JIQ to their Supervisor for input, or the date the Supervisor submitted the JIS for evaluation.
- For multi-incumbent positions, the incumbents will assign one (1) incumbent as a representative to complete and submit the JIQ on behalf of all incumbents. Multiple JIQs shall not be permitted or accepted for evaluation.

### 3. Appeal Process

#### a. *Grounds for Appeal*

Job Information Questionnaire evaluation results may be appealed by incumbents within twenty (20) business days of receipt of the evaluation results (thirty (30) business days for multi-incumbent positions). Where an incumbent vacates their position prior to the completion of the evaluation process(es), the position, if posted, will be posted as tentatively evaluated, and the appeal process may be initiated by the new employee hired into the position. A copy of the Appeal Form will be made available to the Union upon submission. An incumbent can appeal one or more factor ratings if the incumbent is of the view that important job content information was insufficiently considered in the evaluation.

#### b. *Appeal Procedure*

1. The incumbent will complete the Appeal Form which includes an explanation for changes to the rationale of the factor(s) under appeal. The appeal should provide additional clarity solely for the appealed factors, and should not contain new information not originally included in the JIQ.
2. 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. This will allow the manager 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) business days of the receipt of the evaluation results.

3. 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. Human Resources will then notify the incumbent(s) and manager(s) that the appeal submission is complete and will move forward for review.
4. 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.
5. 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.
6. Human Resources will release the results of the Appeal to the incumbent(s) and manager(s), with a copy to the Union.

*c. Post-Appeal Outcome*

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


1. 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.
2. The University will schedule a meeting with the Union to discuss the concerns raised.
3. The Parties agree that such meeting will not be scheduled until:
  - a. five (5) evaluations have been referred to the University by the Union; or
  - b. 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.
4. 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.

5. 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.
6. The Parties agree that such evaluation(s) will not be referred to mediation until:
  - a. five (5) evaluations have been referred to mediation by the Union; or,
  - b. 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.
7. 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 31<sup>st</sup> day of July, 2024.

  
John Tartt  
President, USW Local 4120

  
Claire Stevenson  
Vice-President, USW Local 4120

  
Lukas Riley  
Senior Labour Relations Consultant

  
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Manager, Compensation