

# **Job Evaluation Questionnaire**

## **Completion Information**

Prior to completing and submitting a Joint Job Evaluation questionnaire for re-evaluation of a position please refer to Article 27.04 of the CUPE Local 951 Collective Agreement as noted below.

27.04 Whenever the University changes the duties and responsibilities of a position or group of like positions and a manager and/or an incumbent or group of incumbents and/or the Union consider that the job rating may not reflect the appropriate value of the required skill, effort, responsibility and working conditions as a result of the changes to the duties and responsibilities of the position(s), the following procedures will be followed:

- (a) The incumbent(s) and/or the Union or the supervisor or manager and/or the University may initiate a job evaluation review by identifying the significant changes in duties and responsibilities which have occurred since the position was last rated.

**To avoid unnecessary delays, please identify the significant changes in duties and responsibilities that have occurred since the position(s) was last rated. Please use a highlighter or underline the changes with a red pen.**

If you do not have a copy of the current evaluation for your position please contact Human Resources (Reception, Local 8085) and request a copy.

Before printing and submitting the completed questionnaire to the CUPE/UVIC Joint Evaluation Committee (c/o Human Resources), please ensure that the supervisor and department head have reviewed the questionnaire with the employee and have signed where required. If required for your faculty, please ensure all appropriate authorities, including your Dean, are notified of this request for re-evaluation.