



BC's Union for Professionals

UVic Job Evaluation System: PEA Member Guide

- **How is my salary grade determined?**
 - PEA positions are rated based on a gender-neutral job evaluation system consisting of 12 different factors.
 - Each job description is assessed on each of these factors and assigned a corresponding number of points which then determines the appropriate salary grade.
 - *Note: not every job description has been reviewed and many jobs have not been reviewed in a long time. It is worth checking your job description to see if it matches the work you actually do.*

- **I'm doing much more work than I used to be doing. Can I change my salary grade?**
 - Salary grades are based on the level of complexity and responsibility in the position, not the volume of work.
 - If you have been required to do more work, but have the same overall degree of responsibility, then you should record your hours and request Compensatory Time Off (CTO).
 - If you are doing different types of work than what is in your job description, then you should apply for a salary reclassification.

- **My job description doesn't capture the type of work I am currently doing. How do I apply for a salary reclassification?**
 - **Step 1:** Consult with your supervisor, the PEA and/or HR.
 - Your Labour Relations Officer is Sam Montgomery.
 - The University classification officers are Penny Waterman and Melanie Gillespie.
 - **Step 2:** Ask for the most recent copy of your job description and corresponding factor ratings sheet. You can download the Job Evaluation Questionnaire and Guidebook from the University website.
 - Identify whether any core responsibilities of your position are missing or if you are rated lower on a factor than you should be.



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- Depending on how much your job has changed over time, you may only need to apply for changes to certain factors. If it has been a long time since your job description was reviewed, you may need to complete the entire application.
- *Note: You should calculate how many points you need to change your salary grade. Each of the factors are differently weighted and it requires more points to move between higher salary grades.*
- **Step 3:** Complete the application and submit it to your supervisor for review.
 - Any salary increase awarded will be retroactively applied to the date you submitted an application to your supervisor, so it is in your interest to submit as quickly as possible.
 - *Note: Your supervisor can provide additional comments and feedback to the Job Evaluation committee, but they cannot prevent you from submitting an application.*
- **Step 4:** The committee reviews the application and determines whether your job ratings should change.
 - *Note: While it is possible you can be given a lower rating on a factor, it is rare for that to occur following a JEQ application.*
- **Step 5:** You can appeal the committee's decision and request a reconsideration.
 - If the committee cannot reach consensus, either party can refer it to the Grievance and Arbitration procedure for resolution.