

USW Employee FAQ

1. Will this change my pay band or classification?

No. USW positions are not being re-evaluated as part of the project.

2. Will this affect my responsibilities?

No. The project is not about changing the work being performed, just describing it in a more consistent and clear way.

3. Does the USW/ Union know about this?

The University has advised USW Staff and Local 1998 representatives of this project.

4. Does my manager know about this?

Managers have been advised of this project. It is possible that your manager has not received the communication (e.g. due to absence, etc.), but communication regarding the project is ongoing.

5. Why is this change happening?

The new job description format will bring greater consistency and clarity to how similar work is described across the University, thereby streamlining the job evaluation process and making it more effective.

6. How can I access to my Job Description?

If your job has been converted into the new format, you can access it by logging in to ESS. If it has not yet been converted, please ask your manager when this will occur.

7. When will my JD be converted?

The Consistent JD Project is being rolled out on a division-by-division basis. If you would like to know when your division is scheduled for implementation, please contact your manager.

8. Why does my colleague have an old/new JD when I have a new/old JD?

Any new and reclassified positions will be created in the new format as of Fall 2018. Existing positions will be converted to the new format on a rolling divisional basis, so it may be possible that some departments have a mix of old and new JDs until all of their existing documents are updated.

9. Will all of my duties and responsibilities be listed in my JD?

The core responsibilities of your job will be in your JD. The following is an example for a Financial Officer:

Accomplishes financial responsibilities by:

- Verifying that supporting documentation is attached to financial records before processing in FIS.

However, elements/skills (including for example “soft skills”) that cannot be rated using our job evaluation plan will not be included. The new JDs are not intended to be an exhaustive list of every duty/skill that may be required, rather they are intended to capture the core duties and responsibilities of your position which determine your job classification and rate of pay. Your manager may assign you additional related duties if they are required.

10. What if my current JD is inaccurate?

The new consistent JD should accurately reflect the core duties and responsibilities of your position at the pay band and classification it is currently assigned.

11. What if my new JD is inaccurate?

If your new JD does not capture a core duty or responsibility, please speak with your manager or your divisional HR office for clarification.

12. What if I am currently in the middle of the reclassification process?

The reclassification process will not be affected by the implementation of the new consistent job descriptions.