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SUPPLEMENT NO. 7

PLYWOOD JOB EVALUATION

Article 1 - Principles and Procedures

The implementation and administration of the job evaluation program shall be in accordance with the principles and procedures set out in a Manual dated September, 1955, and entitled 'Job Evaluation Manual for Operational Hourly Paid Jobs in the Plywood Industry of British Columbia' as amended July, 1966 and as further amended April, 1971 (hereinafter referred to as the 'Manual').

Article 2 - Industry Job Evaluation Committee

There shall be a committee constituted and named the Industry Job Evaluation Committee (hereinafter referred to as the 'Plywood Evaluation Committee') to consist of one (1) member representative of CONIFER and one (1) member representative of IWA-CANADA.

Article 3 - Function of Plywood Evaluation Committee

- a) The Plywood Evaluation Committee shall assume general responsibility for the administration of the job evaluation program.
- b) The unanimous decision of the said Committee shall be final and binding on the Parties hereto.

Article 4 - Plant Job Review Committee

- a) There shall be a committee constituted in each plywood plant named the Plant Job Review Committee (hereinafter referred to as 'Review Committee') to consist of two (2) members representative of Management and two (2) members representative of the employees. At least one (1) representative of Management must be a member of the Plant's salaried staff or Management, and at least one (1) representative of the employees must be an employee of the Plant whose job is subject to Plywood Job Evaluation. Management may choose their second representative from amongst persons not employed at the plant, and the Union may do likewise except that neither Party may choose as its representative a member of the Plywood Evaluation Committee or any person who is employed as a job evaluator by CONIFER or by IWA-CANADA.
- b) The Company shall reimburse any of its hourly paid employees for time lost from his/her regular work schedule while acting as a member of the Review Committee or while presenting information, regarding his/her own job, before a regularly convened meeting of the Review Committee. The Company shall not be responsible for remunerating employee representatives who are not its hourly-paid employees.



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Article 5 - Function of Review Committee

- a) The Review Committee will be responsible for seeing that all requests for evaluation or re-evaluation of jobs are adequately and accurately documented before being passed to the Plywood Evaluation Committee for further action. The documents required will include a 'Request for Job Evaluation' form submitted either by an individual employee or by local management, and a fully completed 'Job Description' form which provides sufficient information for the subsequent work of the Plywood Evaluation Committee. The form of the Documents, the procedures for submitting and handling them and the time limits for completion may be amended as required by the Plywood Evaluation Committee under the authority given them by Article 3 of this Supplement.
- b) Decisions of the Review Committee respecting the appropriateness of a request for evaluation or re-evaluation, or respecting the adequacy and accuracy of documents, shall be by unanimous agreement. Failing such agreement within the established time limit, the Review Committee shall at the request of any one of its members, immediately forward the Request for Job Evaluation, together with any other documents on which there is unanimous agreement to the Plywood Evaluation Committee and then have no further responsibility for documenting that request.
- c) When the Plywood Evaluation Committee has made a decision respecting the evaluation of a job, it shall communicate that decision to the appropriate Review Committee. The Review Committee will be responsible for informing Management and the employees concerned, giving reasons for the outcome where these are available. A decision of the Review Committee that an Application for Job Evaluation should not be forwarded to the Plywood Evaluation Committee, will, similarly, be communicated with reasons to those concerned.
- d) Nothing in the Article limits the right of the Plywood Evaluation Committee to determine the facts about any job, by direct observation or otherwise, or to amend any job description or specification submitted to them in support of a Request for Job Evaluation form.

Article 6 - Application of Program

The job evaluation program shall apply to all hourly paid employees in the Plywood industry except Journeymen Tradesmen, Improvers, Helpers, Powerhouse and Boom Crews, Oilers and Grindermen.

Article 7 - Direction of Work

Job Evaluation descriptions are written with the intent to set forth the general duties and requirements of the job and shall not be construed as imposing any restriction on the right of the Company to create a new job or to assign duties to employees other than those specifically mentioned in job descriptions, provided always that if the assignment of such duties changes the job content sufficiently to justify a review of the evaluation the Plywood Evaluation Committee shall make such a review in accordance with the procedure set out herein.



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Article 8 - Re-Evaluation

- a) When a job has moved to another group as a result of re-evaluation, the wage rate for the new grade shall be effective on the date that Management or the employee has applied to the Review Committee for re-evaluation.
- b) When a job is moved to a lower grade as a result of re-evaluation, the incumbent shall maintain his/her job rate as a red circle rate subject to the provisions of Article 10 herein.

Article 9 - New Jobs Created

Where the Company has exercised its right to create a new job, a temporary rate shall be set by Management. The permanent rate for the said job as determined by the Plywood Evaluation Committee shall be effective as of the date the job was installed. If the evaluated rate for a new job is lower than the temporary rate, the incumbent(s) shall be allowed to continue at the temporary rate.

Article 10 - Red Circle Jobs

- a) The Company shall supply the Union with a list of employees holding red circled jobs, the said list to include the name of the employee, name of the job category filled, the evaluated rate for the job, and the actual rate paid.
- b) Employees on red circle rates who are promoted to a higher grade shall regain the red circle rate if subsequently found incompetent to continue in the higher grade.
- c) Employees holding red circle jobs who are demoted during a reduction of forces, shall be paid only the evaluated rate for the job to which they are assigned. If at a later date an employee is reassigned to his/her former job he/she shall regain his/her red circle rate.
- d) When the Company terminates a job, or a job is not occupied during a period of one (1) year, a record as to the cancellation of the applicable job description and classification shall be established.
- e) If an employee is temporarily transferred at the request of the Company he/she shall retain his/her existing rate or receive the rate for the new job, whichever is higher. On return to his/her regular job the said employee shall regain his/her red circle rate.

Article 11 - Seniority

- a) Subject to the provisions herein set out, Article VIII - Seniority of this Agreement shall continue to apply.
- b) Promotions shall be made only where a vacancy exists.

Article 12 - Referral Procedure

- a) When the Plywood Evaluation Committee has decided the outcome of a Request for Job Evaluation, it shall transmit its decision to the appropriate Plant Job Review Committee.



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- b) When an employee's request for re-evaluation results in no change being made in the job grade, or in a reduction, or when a Management requests results in no change or in an increase, the Plywood Evaluation Committee shall give to the appropriate Review Committee a short statement of the reasons for the decision. The statement should not go into great detail, but should indicate the criteria used in sufficient depth to show the applicant that the request was given adequate attention.
- c) An evaluation done by the Plywood Evaluation Committee shall be final and binding on the parties, but at any time after five (5) years since the last evaluation or re-evaluation of a job, Management or an individual employee may submit a request for re-evaluation of that job and no other reason than the elapsed time shall be necessary.
- d) If the Plywood Evaluation Committee is unable to reach agreement regarding the disposition of a Request for Job Evaluation or any other matter regarding the job evaluation program which falls within their jurisdiction the matter shall be referred to CONIFER and to IWA-CANADA for settlement.
- e) All communication between any Plant Review Committee and the Plywood Evaluation Committee referred to above shall be effective by sending one (1) copy to the Union representative or representatives on the Committee and one (1) copy to the Employer representative or representatives. In the case of communications to a Plant Review Committee, the Union representatives will be addressed care of the office of the appropriate Union local and the employer representative care of the Company's offices at the Plant. In the case of communications to the Plywood Evaluation Committee, the union representative will be addressed care of the offices of IWA-CANADA, Vancouver, and the Employer representative care of the offices of CONIFER.

Article 13 - Training Program

A program of training for members of the Review Committee in each plant shall be instituted, the details of which shall be arranged by CONIFER and IWA-CANADA.



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Guidelines:

Notwithstanding the reference to CONIFER in the contract language and the historical Guidelines below, CONIFER no longer has any role in the administration of the Plywood Job Evaluation Program. The Interior Forest Labour Relations Association (IFLRA) has taken on the administration of this program.

Supplement No. 7 of the Agreement, entitled Plywood Job Evaluation outlines the general principles, procedures and administrative details for implementation and maintenance of the Plan.

Article 1 establishes authority for the Interior Plywood Job Evaluation Manual and amendments, governing the actual Evaluation procedure.

Article 2 outlines the structure of the joint Industry Job Evaluation Committee, consisting of equal representation of USW and IFLRA Evaluators.

Article 3 establishes the framework and function within which the Evaluation Committee must work and their general responsibility toward the administration of the Plan.

Article 4 authorizes the structure of the Plant Review Committee, constituting equal representation of two management and two employee members, the exclusion of Job Evaluators for the writing of descriptions and the reimbursement of hourly paid employees while engaged in the writing of Job Descriptions.

Article 5 deals exclusively with the function and responsibilities of the Plant Job Review Committee. It is imperative the content is fully and accurately understood by each committee member. The body of Article 5 outlines sequential procedures for initiating a request for Evaluation, or Re-Evaluation of jobs through to the final establishment of rates for these jobs.



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Request for Job Evaluation, or Re-Evaluation:

The initiation, or submission of a Request for Job Evaluation by either an individual employee, or the local management representative, is to be given immediate attention by the committee. The committee will ensure a Request for Job Evaluation is completed in detail and properly endorsed. The detailed completion of this form cannot be over-emphasized.

Having exercised its prerogative to either accept, or reject a request, the committee is then responsible to ensure the request form contains all pertinent information. The name and location of the company, or division is important, for without it, Evaluators cannot determine what job is to be evaluated. The present Category, Title, Grade, and Rate will indicate whether or not that particular job has been previously evaluated, and if present records should be adjusted as circumstances dictate. The applicant's name is important, in that it will enable the Evaluators to approach that particular individual should some controversy arise as to Job Content, or otherwise.

Retroactive pay, Red Circle Protection and Letters of Understanding can only be determined through unanimous agreement by the Review Committee in determining the date upon which a Change in Job Content occurred, or a New Job was initiated. This particular section of the form protects both the employee's and management's position under Job Evaluation.

A brief statement indicating the Specific Reason or reasons for the Request will assist Evaluators in determining if the judgement of the Review Committee was correct in establishing the job Status as being a New Job, or Change in Job Content. This again assures the protection of the individual employee, or management as the case may be.

Documentation of the Date Request was Acted Upon and Disposition will determine the efficiency of the particular Review Committee and provide a record of their activities.



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Endorsement of the Request for Job Evaluation by members of the Review Committee verifies unanimous agreement of details contained in the request, (or as otherwise indicated on the form in writing). Should disagreement occur in whole, or in part, it is suggested protesting Union or Management Committee members indicate their protestations in writing on the form.

Communications between the Evaluators and Plant Review Committee is defined in detail in Article 5, sub-paragraph c) of the Supplement, the responsibility of the Review Committee to effectively communicate the outcome of an Evaluated Job, or the reasons for which a particular application was rejected by the Committee is clearly established.

Notwithstanding any of the forgoing sub-paragraph d) of Article 5 establishes the authority for Evaluators (Evaluation Committee) to amend applications, or Job Descriptions as a result of their direct or indirect observation.

A complete elaboration of the program, along with the relevant Request for Job Evaluation forms and blank Job Study Records are available at the following Job Evaluation Website maintained by the USW: <http://iwa.steelworkers.ca/>

Article 6 deals with the exclusion of trades and maintenance categories from Evaluation. The particular jobs excluded are clearly indicated with rates established through broad negotiations and are currently outlined in Supplement #1.

Article 7 permits Companies to create new jobs, assign additional duties to existing jobs, or reduce responsibilities of existing jobs as circumstances dictate, providing however, that any sufficient change is subject to the Evaluation process.

Article 8 establishes the responsibility of management to pay retroactively any increase in job rate as a result of Re-evaluation. The Review Committee then has a responsibility to protect the individual employee's interests by prompt submission of applications. A reduction in job rates due to re-evaluation results in Red Circle protection at the incumbent's previous rate.



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Article 9 authorizes the companies to establish temporary, or interim rates for newly created jobs pending evaluation. Should initial evaluation of a new job result in a higher rate than the temporary rate set, the employee is entitled to retroactive pay from the date the new job was installed. In the event a lower rate than the temporary rate set is established through evaluation, the incumbent will continue at the temporary rate. (Red Circle Protection).

Companies are advised to consult with the IFLRA Evaluator prior to establishing a Temporary Rate for a new job in order to minimize the possibility of creating a higher rate than necessary which may result in Red Circle Protection for the incumbents on that job once the job is evaluated.

Article 10 outlines those circumstances in which employees may be entitled to Red Circle Protection. Plant Review Committee members should be thoroughly familiar with all provisions for Red Circle Protection, thus ensuring contractual obligations are adhered to throughout the Evaluation process.

Red Circle Protection results only through the process of Job Evaluation. Any other rate otherwise established should be referred to as an over-rate.

An employee who bids out of a job is no longer entitled to Red Circle Protection for that job.

Article 11 institutes the provisions of Article VIII of the Agreement (Seniority) into the working process of the Job Evaluation Supplement.

Article 12 establishes the lines of communications and Referral Procedures through which the Plywood Evaluation Committee and the Plant Review Committee (Evaluators) release their decisions in the form of a bilaterally endorsed Letter of Understanding directed to both the Union and Company representative of the Review Committee. The addressing of correspondence is specifically outlined in sub-paragraph e). Provisions are also established delegating the responsibilities of committees to communicate the results of Evaluation to Job incumbents and applicants. It is the responsibility of each Committee member to



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become familiar with and ensure communication and referral procedures are properly conducted.

The final and binding aspects of the Evaluation Committee are established in Article 12, sub-paragraph c), which also provides for the re-evaluation of any or all jobs after a five-year period has elapsed since previous evaluation.

In the event members of the Plywood Evaluation Committee (Evaluators) are unable to agree on the results of an Evaluation, a referral procedure is provided in that the matter will be jointly decided by the Union and IFLRA.

Article 13 institutes the arrangement of and carrying out of these Seminars designed to train Review Committee members on a bilateral basis.

EVALUATOR TOURS, JOB GRADING AND ADMINISTRATION

The Evaluation Committee (Evaluators), having received a request form and reconciled description from a Plant Review Committee will physically view the job in operation. Their observations will enable them to determine the accuracy of the contents of the Job Description and prepare them for the grading of the particular job.

Grading of a job is the direct result of the Evaluators applying the Factor Comparison method as outlined in the Plywood Job Evaluation Manual. A Union and IFLRA Evaluator allot points for each of eleven (11) established factors to ultimately arrive at a total number of points for each job. These points are then applied to the wage curve and an hourly rate for that job is established. The points, groups, and rate for that job is established. The points, groups, and rate are subsequently recorded in a Letter of Understanding released bilaterally to the respective Review Committees.

Duplicate copies of all applications, Job Description, Letters of Understanding, grading sheets and correspondence are maintained by the USW and IFLRA for each plant affected. The development of the records and cost of administration of



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the Plywood Evaluation Plan in the Northern Interior is the responsibility of the USW District 3 Canada office.

REVIEW COMMITTEE ENDORSEMENT

The Committee will ensure at least one (1) signature of a Union and Management representative on the committee appears in the spaces provided at the bottom on page 2 of the Job Study Record. Where possible, the signature of three (3), or all four (4) of the acting Committee members may appear.

RECONCILIATION ENDORSEMENT

Some management groups may require a Supervisor, or Manager, who is not a member of the Review Committee, to ultimately reconcile description content. Unions may elect to have one of their Local Business Agents aware of Job Description Content and the fact it has been submitted. Subsequently provisions for applicable signatures are provided.