

Understanding the Joint Job Evaluation Plan (JJEP)

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Agenda

- What is JJEPP?
- Job Descriptions
- Classification Manual
- Next Steps
- Q&A with HRLR
- Resources

What is the Joint Job Evaluation Plan (JJEP)?

- JJEP is a job evaluation system composed of benchmark jobs supported by a point factor job evaluation plan.
- JJEP has been jointly agreed by CSSEA and the CSSBA and forms part of the collective agreement.
- JJEP is the sole criteria for classifying bargaining unit jobs in the Social Services Sector.
- Jobs are classified under the JJEP by reference to current, accurate agency jobs descriptions

What is the Joint Job Evaluation Plan (JJEP)?

- JJEP is composed of benchmark jobs that are common in the Sector (67 Benchmarks, 6 Job Families)
- JJEP point factor plan is composed of eleven (11) factors with various degrees/levels:
 1. Education & Knowledge
 2. Training & Experience
 3. Physical demands
 4. Concentration
 5. Independence
 6. Judgement
 7. Leadership/Supervision
 8. Accountability
 9. Communication
 10. Care of individuals
 11. Environment/Working Conditions

Job Descriptions: Why are they important?

Job descriptions form the cornerstone of the Employer's relationship with employees - serving a number of important purposes:

- Form the basis for recruitment and selection decisions.
- Contain the criteria for performance evaluations.
- Show the relationship of one job to another.
- Reflect the overall function of the program/service.
- Represent the agreed upon scope of responsibility for an employee.
- Provides the basis upon which ALL classification decisions are made.

Job Descriptions: What Information is Required?

Job descriptions should be current and accurately reflect of the duties, scope of responsibility, qualifications and reporting structure of the job – the following items should be included:

- **Job Title** – descriptive/reflective of the purpose/function of the job.
- **Reporting Structure** – to whom the job reports.
- **Job Summary** – a short concise synopsis of the responsibilities of the job.
- **Duty Statements** – key recurring duties (i.e. the main functions of the job).
- **Qualifications** – minimum education, training and experience required to safely and satisfactorily perform the job.
- **Skills & Abilities** – other required traits to perform the job.
- **Additional Information** – any other information relevant to the job.

Job Descriptions: What Information is Required?

Section 5 of the Maintenance Agreement sets out:

All job descriptions will include:

- a) job title*
- b) benchmark to which job has been **classified***
- c) point value rating & rating rational in the case of unique jobs*
- d) classification grid level*
- e) job summary*
- f) listing of typical job duties*
- g) qualifications required by the Employer*

Job Descriptions: Dos & Don'ts

Do:

- Ensure the job description is current and an accurate reflection of the duties the position is required to perform – It is important that the job description provides a clear picture of what the job *actually does* and *how*.
- Make sure duty statements say what you mean – they should not over/under state the level of work and should not be left open to interpretation. If unclarified, the union will infer higher level work.
- Establish the required qualifications (including skills and abilities) – list only the qualifications needed to safely and satisfactorily perform the duties (i.e. “Must Haves”). Adding additional qualifications that are not required to perform the duties of the position (i.e. “Nice to Haves”) has the potential to limit the ability of Employers to recruit and/or it may result in increased compensation costs for the position and/or trigger challenges from the union.

Job Descriptions: Dos & Don'ts

Don't:

- Write a 'task list' – well-constructed broad functional duty statements provide the ability to encompass a number of tasks.
- Use ambiguous terminology - If you use words like “assists”, “handles”, and “performs”, make sure to describe exactly how this role does those things. Describe the “how” of the position by offering explanation of the processes, tasks, and operations performed. A representative sampling of tasks can clarify.
- Include duties not performed by the position – only those regular/recurring duties/functions actually performed by the position should be included in the job description. If duties not performed are included in the job description it has the potential to impact how the position is valued/compensated.
- Use the word 'may'. Job duties are not discretionary.

Job Descriptions: Best Practices

Here are some recommended job description best practices:

- Job Descriptions should be reviewed annually (at a minimum) to ensure they continue to accurately reflect the work required/expected to be performed.
- Ensure Management staff are familiar with the job description requirements/expectations for staff supervised.
- When a job is vacant is the best opportunity to make changes/revisions (as this will mitigate/eliminate other operations of the collective agreement).
- Job Descriptions and job postings are different things – one is for describing/directing work, the other is for marketing/advertising vacancies. Know the difference.

Classification Manual

- Forms part of the Maintenance Agreement.
- Sets out the principles of classification for bargaining unit jobs in the Sector and “...*outlines the definitions, format and principles of classification to be followed in rating benchmark class specifications, hereafter called benchmarks, in matching jobs to the benchmarks, and in rating unique jobs...*”

Classification Manual: Principles of Classification

- Jobs are classified on the basis of best fit according to the overall type of duties and scope and level of responsibilities which are performed to an extent material for a reasonable standard of job classification
- It is the job that is evaluated – not the employee
[Position not Person]
- Jobs are classified only by comparison to the benchmarks and not by comparison to other jobs
[Benchmarks are sole criteria for classifying jobs]

Classification Manual: Principles of Classification

- Where a job cannot be matched to a benchmark, it will be deemed a *unique job*
- Unique jobs are rated using the JEP and assigned to a classification grid in accordance with their point value rating
- Integrated jobs – jobs that are matched to 2 or more benchmarks and paid at highest benchmark match.
- Layered Over jobs – supervisor/lead hand jobs that review, assign and monitors the work of other assigned workers.

Maintenance Agreement

- Provides a standard procedure for the description and classification of jobs and the evaluation of work in the Sector.
- Applies to all work that is now or will come within the scope of the JJEPP.
- Sets out the existing rights of the parties.

“The Employer has the right to organize its work in a manner that best suits its operational requirements and to establish new jobs and to change existing jobs.”

Maintenance Agreement

- Sets out specific process/timelines related to the classification of new jobs, changes to existing jobs and resolving classification disputes.
- Details how pay adjustments are to be carried out when there is a change to the classification of a job (up or down).
- Provides definitions for terminology related to the job evaluation process (such as 'job', 'position', etc.)

Maintenance Agreement: New & Changed Jobs

- All new/materially changed jobs must be submitted to the union and CSSEA within 20 calendar days.
- Where the Employer makes a change to a job and does not submit the change, the Union/Employee may identify the change to the Employer and CSSEA by submitting a classification review form. The Employer has 20 calendar days to respond.
- Within 45 calendar days, the union must notify the Employer and CSSEA, in writing, if they object to the submitted job description (if agree or no response with 45 days, job is established).

Maintenance Agreement: New & Changed Jobs

- If union objects within 45 calendar days, with the required information i.e. details and resolution sought, Employer has another 45 days to respond to objection.
- If job remains in dispute, the union has 30 calendar days from receipt of Employer response to notify of intent to refer to arbitration.
- Within 45 days of the notice of intent, CSSEA/Employer and the Union will attempt to resolve.
- If still no resolution, CSSEA or the Union may refer to a classification arbitrator

Maintenance Agreement: Dispute Resolution Process

- One of the union's rights is to enforce/ensure that *"a job is properly classified in relation to the benchmarks"*
- Which can result in a challenge to the established job classification – namely, classification review request (CRR).
- CRR's begin with the filing of a Classification Review Form (as set out in Section 6.3).

Keep in mind that financial liability starts when the Classification Review is appropriately filed with the Employer...

Maintenance Agreement: Pay Adjustments (Section 8)

Upwards

- If change initiated by union or employee (6.3), effective date Employer receives classification review form
- If change initiated by Employer (6.1 or 6.2), effective first day employee occupies position after it was revised

Downwards

- Continued to be paid at current rate until rate in the new classification equals or exceeds it (i.e. 'wage protection')

Next Steps...

- Email the job description to Karen May at CSSEA: classification@cssea.bc.ca or kmay@cssea.bc.ca
- CSSEA connects with Employer to discuss
- CSSEA recommends a job classification to member. Member provides final job description including Classification/Grid Level to CSSEA.
- CSSEA provides Classification Memo to member.
- Member emails the union the final job description, New/Changed Job Form, and if applicable, unique rating rationale to union classification department.
- Please ensure to copy classification@cssea.bc.ca on submissions to the union

Resources

The members area of the CSSEA website contains a number of helpful resources listed under 'Joint Job Evaluation Plan':

- ✓ Maintenance Agreement & Classification Manual
- ✓ 2021 CSS JJEP Benchmarks & Benchmark Ratings
- ✓ Developing Job Descriptions - August 2008
- ✓ Management Guide for Newly Certified Employers (November 2020)

Questions?

