

## **APPENDIX F**

### **Joint Classification Committee**

#### **1. Name of Committee**

The Committee shall be referred to as the Joint Classification Committee (JCC).

#### **2. Purpose of the Committee**

The purpose of the JCC is to discuss and where mutually agreed upon, resolve issues pertaining to:

- a) system-wide matters relating to the CAAT Support Staff Job Evaluation System;
- b) guidelines and procedures for training including matters contained in Article 18.5.3.1 Arbitrators of the Support Staff Collective Agreement;
- c) revisions to the job evaluation manual and the guide on how to write PDFs.

#### **3. Composition of Committee**

- a) The JCC will be composed of an equal number of representatives from the Union and Management with not more than eight (8) representatives in total.
- b) Each party will be responsible for the appointment of its members and may appoint one (1) additional resource person.
- c) Each party shall designate a Co-Chair who will be responsible for the coordination of the meetings.
- d) Notwithstanding 3 a), either party may invite one (1) or more persons to provide expertise and advice on specific items, or as an observer or trainee, provided prior agreement of the other party is secured.

#### **4. Meetings**

- a) The frequency of the meetings shall be established by the JCC. The JCC shall endeavour to meet on a monthly basis.
- b) Management will be responsible for the recording of the Minutes that will represent the major subject matters discussed. The approved Minutes shall be signed by the Co-Chairs.

#### **5. Duties of the Committee**

- a) The JCC will primarily concern itself with matters that have system-wide application and other items as mutually agreed upon.
- b) The JCC will not address items that are the subject of a formal grievance. Support Staff Collective Agreement 2018-2022
- c) The JCC will be responsible for updating the job evaluation manual and the guide on how to write PDFs and the distribution of such updates.
- d) The JCC will review the need for a payband to be added or deleted from the job evaluation system. A joint recommendation must be developed and submitted to the respective Bargaining Teams outlining the suggested change and supporting rationale.
- e) The JCC will develop guidelines and procedures for joint training pertaining to the job evaluation system and shall provide orientation to the Expedited Arbitrators in accordance with Article 18.5.3.1 in the Support Staff Collective Agreement.