

IN THE MATTER OF AN ARBITRATION

BETWEEN:

CITY OF TORONTO
(the "Employer")

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 79
(the "Union")

**AND IN THE MATTER OF HARMONIZATION, PAY EQUITY AND JOB
EVALUATION FOR THE RECREATION WORKERS PART-TIME UNIT**

ARBITRATOR

WILLIAM KAPLAN

APPEARANCES

FOR THE EMPLOYER

**IAN SOLOMON
JOANNE GREENE**

FOR THE UNION

**J. JAMES NYMAN
ANN DEMBINSKI**

AWARD

1. On May 18, 2005 Arbitrator Robert Herman issued an award disposing of all matters relating to harmonization, pay equity and job evaluation arising out of a collective agreement between the Canadian Union of Public Employees, Local 79 (hereinafter "Local 79") and the City of Toronto (hereinafter "the City") covering approximately 10,500 full-time employees employed by the City.
2. On October 24, 2006 Arbitrator Herman issued a second award disposing of all matters relating to harmonization, job evaluation and pay equity arising out of a collective agreement between local 79 and the City covering approximately 2000 employees employed part-time in the City's Long Term Care Homes.
3. Local 79 and the City have referred to me for final and binding disposition of all matters relating to harmonization, pay equity and job evaluation arising out of a collective agreement between Local 79 and the City covering a bargaining unit composed of several thousand part-time recreation workers employed by the City. The parties have agreed that I have jurisdiction to determine all issues relative to and including a harmonized classification and wage rate structure, the contents of a job evaluation program, the appropriate wage line arising therefrom, the timing of placement of employees on the wage line and the entitlement and quantum of retroactive compensation, if any, payable as well as to pay equity plans which comply with the *Pay Equity Act* effective the commencement date of the first collective agreement (May 11, 2000) to the date of this award.
4. The first Herman award sets out in substantial detail the background to the various disputes between the parties over the harmonization of wage rates and classification structures, pay equity and job evaluation flowing from the City's creation on January 1, 1998. I will not repeat Mr. Herman's comments except to note that in light of the complexity of the compensation and related issues flowing from the City's creation, the passage of time to complete the harmonization, job evaluation and pay equity exercise, while lengthy, is certainly not surprising.
5. The pertinent language in the Recreation Workers Collective Agreement is identical to the language interpreted and applied in the two (2) prior awards and is as follows:

LETTER OF INTENT **Rate and Job Classification Harmonization Process**

The parties agree that the harmonization of wages and restructuring of job classifications must be completed as soon as reasonably possible. To effect this purpose, the parties agree to the following process to resolve and determine the issues in dispute.

1. The City and Local 79 will establish a Harmonization Committee within thirty (30) days following ratification of up to twenty (20) members, ten (10) appointed by each party and shall meet the forthwith following the appointment of the Committee members. Local 79 members will receive their regular rate of pay for time spent in carrying out the Committee's responsibilities during their regular working hours.
2. Among the Committee's responsibilities shall be the following:
 - (a) the creation of new or merged job classifications from the existing classifications where, in the opinion of the Committee, it is appropriate or necessary to do so and
 - (b) the development and implementation of a process for determining the rates of pay for any new or merged job classifications
3. The Committee may identify, by way of survey or otherwise, the core duties and responsibilities of, and all the relevant information in connection with job classifications and shall be provided with such information as is reasonably necessary to accomplish its purpose.
4. Any resolved matters will be agreed upon in writing signed by the designated representatives of Local 79 and the City. Positions taken at the Committee by either party or their representatives are without prejudice to any position either party may take at Arbitration.
5. The parties shall agree on the appointment of a mediator to assist them in reaching agreement and, failing agreement, as the chair of the Board of Arbitration set out below. The parties agree to share the costs of the mediator/arbitrator.
6. The mediator will determine the process and procedure for mediation in consultation with the parties.
7. If the parties have not reached an agreement on all of the wage rates and job classifications by December 31, 2000, or such later date as may be agreed upon in writing, either Local 79 or the City may refer the outstanding rates and classifications, including all matters relating to implementation dates (retroactivity) to a Board of Arbitration for a final and binding determination. The Board will be composed on one person nominated by each of the parties with the mediator as the Chair.

8. Both parties will name their nominees to the Board of Arbitration within ten (10) calendar days of the referral, or such later date as the parties may agree in writing. The parties will co-operate to ensure that the hearing(s) will be held as soon as possible. To this end, the parties will ask the mediator/arbitrator immediately upon appointment to schedule at least twenty (20) days for hearings over the months of January, February and March, 2001.
9. The powers of the Board of Arbitration and all other matters in relation to the arbitration shall be as set out in Section 48 of the *Ontario Labour Relations Act*, except as modified by paragraph 4 of the Memorandum of Agreement dated March 23, 2000.
10. A draft decision of the Board of Arbitration on all outstanding wage rates and job classifications, including implementation dates (retroactivity), will be delivered to the parties as expeditiously as possible following the conclusion of the hearings. The parties will have fourteen (14) days from the date they receive the draft decision, or such longer period of time as they may agree in writing, to meet and agree on all such rates and classifications. These meetings may be with the assistance of the mediator/arbitrator if both parties wish. Failing agreement in that time, the draft decision of the Board of Arbitration shall become final and binding on all parties.

PRINCIPLES FOR HARMONIZATION

1. All available information, including financial information, necessary for the Harmonization Committee to carry out its responsibilities will be provided by the City in full and on a timely basis. The mediator/arbitrator will have the jurisdiction to order the production of any such information.
2. The effective date for implementation, including retroactivity, if any, of any matter referred to arbitration is to be determined by the Board of Arbitration. However, where as a result of the harmonization process an employee's current wage rate is greater than the classification rate established for the employee, the employee shall continue to receive all negotiated wage increases and increment increases otherwise provided for under this Agreement. In addition, and for the sake of greater clarity, no employee shall suffer any reduction in the employee's current wage rate until the expiry of this Agreement and any extension of the terms and conditions of this Agreement by law. For the purpose of the renegotiation of this Agreement, it is understood that the wage rates shall be determined by the Harmonization process.

3. It is agreed that as of the date of execution of this Agreement that the parties have not been able to identify and agree upon the methods to be used by the Harmonization Committee in carrying out its responsibilities as described in the Letter of Intent. Accordingly, if the Committee is unable to agree upon the methods, either party may advance before the Board of Arbitration whatever methods it considers appropriate.
4. The parties acknowledge that there are a number of outstanding wage rate issues currently pending under existing job evaluation programs/pay equity programs provided for either separately or under Collective Agreements which form part of the composite Collective Agreement. Accordingly, the parties agree that these issues shall continue to be processed and, if necessary, arbitrated under the terms of the appropriate Collective Agreement. For this purpose, the relevant Collective Agreements/Pay Equity Plans will be considered until the outstanding issues have been concluded.

Article PE PAY EQUITY

PE.01 In recognition of its commitment to achieving pay equity the City of Toronto has a number of existing pay equity plans; and

In recognition of the parties' mutual commitment to the ongoing process of pay equity and to the principle of equal pay for work of equal or comparable value;

The parties agree as follows:

(a) The parties agree to abide by the provisions of the *Pay Equity Act*; and,

(b) Following completion of the current Collective Agreement negotiations the parties agree to meet with a view to the development of an appropriate process for achieving and maintaining the objectives of the *Pay Equity Act*.

LETTER OF INTENT Job Evaluation

1. The parties agree to constitute a Committee to establish a new job evaluation program unique to the new City of Toronto.

2. The Committee shall consist of ten (10) persons, five (5) appointed by Local 79 and five (5) appointed by the City. Local 79 appointees to the Committee shall received their regular rate of pay for time spent in carrying out the Committee's responsibilities during their regular working hours.
3. In the event that the parties are not able to reach an agreement on the content and/or implementation of the new job evaluation program, the matter shall become a subject for negotiation in the renewal bargaining of this Agreement. Failing agreement, the content and/or implementation of the new job evaluation program shall be referred to arbitration pursuant to Section 40 of the *Labour Relations Act*.

NATURE OF RECREATION WORKERS PART-TIME UNIT

6. The bargaining unit is one (1) of four (4) bargaining units created by the Ontario Labour Relations Board in the fall of 1998 in the course of proceedings under the Public Sector Labour Relations Transition Act following the creation of the City on January 1, 1998. Employees in the bargaining unit work part-time; i.e., less than 35/40 hours weekly, in a myriad of recreation and culture programs offered by the City.
7. The size of the bargaining unit is substantial ranging from 6000 to 9000 employees. Variations in numbers are largely the product of seasonal adjustments to programming. The summer season, for example, includes a significant number of summer only programs directed at school age children and accordingly there is a substantial increase in the number of employees in the summer months. Additionally, the summer months provide opportunities for outdoor programming not typically available at other times of the year. Programs during the other seasons with certain exceptions, for example, skating, hockey and skiing, are typically offered indoors at one of the City's many recreation and cultural centres.
8. The bargaining unit is highly transient. That is not to suggest that there are not some long term employees in the bargaining unit. There are a number of reasons for the transient character of this group. Many are students who work one or two seasons. Many of the programs are limited to less than four (4) hours weekly. Programming, which in substantial measure, is designed to meet community needs changes frequently and not just seasonally. Only a small number of employees during the entirety of their employment in the unit ever accumulate the equivalent of one (1) or more years of full-time employment.
9. It is also important to note the transitory nature of employment within any particular job classification within the bargaining unit. Employees commonly

move between classifications and over the course of their careers may occupy a number of different classifications on a daily, weekly or monthly basis performing a variety of job functions.

10. The Recreation Workers Unit is one (1) of three (3) part-time bargaining units covered by collective agreements between Local 79 and the City. Although all three (3) bargaining units share a common characteristic; i.e., part-time employment, the Recreation workers bargaining unit is unique. The other two (2) part-time bargaining units (Long Term Care Homes and Services and Unit B – Part-Time) contain a substantial number of part-time classifications with full time correlates. (See the Herman award covering the Long Term Care collective agreement). There are no job classifications within the Recreation Workers bargaining unit with full-time correlates. Employees in the other two bargaining units generally have much greater service and are significantly less transient. Employees in each of the other two (2) part-time bargaining units generally have much greater seniority and occupy jobs on a continuing and regular basis, many of which have full-time correlates.
11. In its submissions, Local 79 maintained that I should dispose of the parties' dispute by mirroring the two (2) awards issued by Mr. Herman. I agree with Local 79's assertion that there is value in consistency and uniformity and, to the extent appropriate I have analogized from the Herman awards. However, there are, as I have described above, significant qualitative differences between the two (2) bargaining units described in the Herman awards and the Recreation Workers bargaining unit. The disposition of the dispute which follows adopts and applies by analogy the principles articulated in the Herman awards. However, the disposition is sensitive to the unique nature of this bargaining unit and, in particular, the transient and transitory character of employment within this bargaining unit.

DECISION

12. I have concluded that the harmonization of job classifications and wage rates is to be effected through, and in conjunction with, a job evaluation program. Like Mr. Herman, I believe an integrated unitary outcome provides the necessary certainty and finality.

JOB EVALUATION PROGRAM

13. The job evaluation program is set out in Appendix "A" hereto and is to be incorporated into the collective agreement. The program although unique to the bargaining unit mirrors many of the components and characteristics of the programs imposed by Mr. Herman.
14. The program is to be administrated by the existing committee currently administering the two (2) programs imposed by Mr. Herman. Local 79 requested that I add a fourth Local 79 member to the Local 79 committee. I am not

prepared to accede to Local 79's request. If it believes that a fourth member is essential to administer the program it should raise the issue in its ongoing bargaining with the City.

WAGE LINE

15. The wage line is set out in Appendix "B" hereto and is to be incorporated into the collective agreement. The rates are expressed for each collective agreement year commencing January 1, 2008. The current collective agreement expires on December 31, 2011.
16. Local 79 maintained that the wage line should incorporate a four (4) step progression within each wage band. It pointed to the two (2) Herman awards. I have rejected Local 79's submission. The wage line provides for a single rate within each band. I have concluded that a four (4) step progression is not necessary. There is no value in a progression system based on movement upon completion of the equivalent of one (1) year of full-time employment where few employees are ever employed long enough to qualify for progression.

CLASSIFICATIONS

17. I have reduced the existing classification structure significantly by providing a measure of rationality and ensuring consistency with the dictates of the job evaluation program imposed and the parties' understandings as reflected in the pertinent collective agreement provisions.

JOB PROFILES AND RATINGS

18. Job profiles and ratings are set out in Appendix "C" and in Appendix "D" respectively, and incorporated herein. The profiles and ratings were produced through application of the job evaluation program set out in Appendix "A".

IMPLEMENTATION DATES

19. This award is retroactive to January 1, 2008 and is to be implemented no later than March 31, 2012. In order to implement this award, I understand the City will require a reasonable timeframe to establish the new job classifications, wage grades and job codes on to the payroll system tables. Local 79 maintained that implementation should be made retroactive to December 31, 2004. I have rejected Local 79's submission for a number of reasons including but not limited to the unique character of the bargaining unit. Of great significance was the need to achieve an outcome that provides for an integrated and balanced approach to all compensation matters at issue. Each component of this award is of necessity integrally related to and connected with every other component. The wage line, retroactivity, compensation and implementation date are all of the same cloth. A modification or adjustment in one necessitates a modification or adjustment in one or others of the components. The implementation date

selected accords with the wage line imposed and the retroactive payments described below. A different implementation date would have produced a different wage line and different levels of retroactive compensation.

MAPPING

20. Unlike the Herman awards I have decided not to assign current employees to one of the newly created classifications. The employees in this unit often are assigned to work in a number of different jobs within a relatively short time frame. Assigning them to a specific job simply does not reflect, as a general matter, the character of employment in this bargaining unit. Effectively, this award creates a classification structure to be utilized by the City on a go forward basis. It is my expectation that when assigning employees into the new job classification structure the City will give due consideration to the legacy job(s) occupied from time to time by employees.

RED CIRCLING

21. Unlike the predecessor awards there will be no red circling. The transitory nature of employment within the existing classification structure makes it virtually impossible as a matter of principle to provide a rational red-circling arrangement. Nevertheless, it may be that some employees will experience a reduction in wages as a result of the harmonization of wages. Accordingly, to alleviate the impact of an instant reduction in wages, included within the compensation arrangements provided below are principles unique to this bargaining unit, and not provided in the predecessor Herman awards.

COMPENSATION

22. The Herman awards included a lump sum in lieu of retroactivity with retroactive payment made from the actual date of implementation back to December 31, 2004. Compensation was limited to those employees whose actual wage rate increased as a result of the award. Those employees whose rates decreased as a result of the award were red-circled and received no compensation. As I have noted above the Recreation Workers bargaining unit is unique. The transient and transitory nature of employment necessitate a different approach to compensation.

23. The wage line shall be retroactive to January 1, 2008. The lump sum payment in lieu of retroactivity identified in each of the Herman awards generates \$193,000.00. I have also concluded that a further \$1 million should be paid to offset the effects flowing from the absence of red-circling.

24. Because of the unique nature of employment in this bargaining unit, I have concluded that the amounts generated in paragraph 23 above from the retroactive implementation of the wage line (January 1, 2008 to March 30, 2012) and the lump sum payments shall be paid out to all persons employed between

January 1, 2008 and up to the date of implementation which will be no later than March 31, 2012. The aggregate amount determined from the implementation of the wage line and the lump sum payments identified in paragraph 23 above should be computed to an average hourly value by dividing the aggregate amount identified in paragraph 23 above and this paragraph into the total aggregate hours worked in the bargaining unit over the period January 1, 2008 and up to the date of implementation to produce an average hourly rate. Each person employed between January 1, 2008 and up to the date of implementation should be paid the average calculated hourly rate for each hour worked in this period of time. Any compensation payable is, of course, subject to required statutory deductions.

25. I have concluded that no pay equity adjustments are necessary for the period from May 11, 2000 to December 31, 2007. Applying the job evaluation plan on a job comparison basis, there were no female dominated jobs paid less than the lowest paid male dominated comparator. It should be noted that the job evaluation program incorporated herein is gender neutral and is to serve as the parties GNCS.
26. This award shall constitute the parties' pay equity plan effective January 1, 2008.
27. In conclusion, I reiterate that the wage line, implementation date, retroactivity, compensation and pay equity determinations are integrally related and connected and that any changes regardless of their nature or size will undermine the equilibrium inherent in this award.
28. The parties are directed to amend their collective agreements to conform to the terms of this award.
29. I remain seized to deal with all issues arising from this award including all matters relating to its implementation.

Dated at Toronto, this 21st of December, 2011



William Kaplan - Arbitrator

Appendix "A"

SCHEDULE "A"

Manual for Job Description, Evaluation and Wage Administration of all jobs in the Recreation Workers' Part-time Bargaining Unit covered by a collective agreement between The Corporation of the City of Toronto (hereinafter called "the City") and the Canadian Union of Public Employees, Local Number 79 (hereinafter called "the Union").

This Manual (including Schedules "B" and "C") constitutes a Gender-Neutral Comparison System ("GNCS") in accordance with the provisions of *The Pay Equity Act* R.S.O. 1990 as amended.

ARTICLE I PURPOSE

1.01 This Manual is established as an aid to the City and the Union in administering the Job Evaluation Programme agreed to on _____ and to provide an on-going maintenance programme consistent with the original agreement between the parties. It is agreed that this Manual constitutes a GNCS in accordance with the provisions of *The Pay Equity Act*, R.S.O. 1990 as amended.

It is the purpose of this Manual to provide and maintain the basis from which an equitable wage structure was established and to provide a method for maintaining the job descriptions and ratings to meet significant changing conditions.

ARTICLE II DEFINITIONS

2.01 The following definitions of terms are to apply to terms used herein and throughout the programme.

- (a) Collective Agreement – the Collective Agreement currently in effect between the City and the Union covering employees in the "Recreation Workers' Part-time" bargaining unit.
- (b) Employee or Employees – all persons for whom the Union is the agent for collective bargaining purposes as defined in the Collective Agreement.
- (c) Job – a group of duties assigned to and performed by an employee(s).
- (d) Job Evaluation – the preparation of a description and the determination of the rating for an individual job in relation to other jobs covered by the plan by means of the GNCS attached hereto as Schedule "C".
- (e) Job Analysis – the process of determining and recording the tasks and duties which comprise a job and the skill, responsibility, effort and working conditions required in their performance.

- (f) Job Description – the official record which, when signed by the committee chairpersons, sets forth for a specific job the essential elements of the job.
- (g) Job Rating – the official record which, when signed by the Committee Chairpersons, sets forth for a given job the factor level and point values of the Job's requirements as to the factors defined in the GNCS attached hereto as Schedule "C".
- (h) Wage and Salary Schedule – the wage grades and banding levels as set forth in Schedule "B" of the Collective Agreement.
- (i) Factors – the major criteria used to measure all jobs, i.e. Knowledge, Responsibility, Mental Effort, Working Conditions, etc. in the job evaluation Rating Manual as defined and set forth in Schedule "C".

ARTICLE III FACTORS OF JOB DESCRIPTION AND RATING

3.01 The job description serves to record the conditions from which the job is rated and, from time to time, to judge significant changes in job content which result from new or changed circumstances.

3.02 The description of a job shall be in sufficient detail to serve as the basis from which to identify and rate the job. The rating of a job shall serve only to assign the job into a proper wage grade for application of the Wage and Salary Schedule.

3.03 The rating of jobs on the basis of job content involves certain basic determinations with respect to the composite of the Skill, Effort and Responsibility normally required in the performance of the work and the Working Conditions under which it is normally performed. In order to accomplish this objective, these factors have been subdivided under the following categories in order to assess the relative worth of each job:

SKILL

- 1. Job Knowledge
- 2. Human Relations
- 3. Dexterity

JOB RESPONSIBILITY

- 4. Accountability
- 5. Judgement

EFFORT

- 6. Mental Effort
- 7. Physical Effort

WORKING CONDITIONS

8. Working Conditions

3.04 Job Ratings serve to:

- (a) Group jobs having relatively equivalent point values into the same wage and salary pay grade, and
- (b) Provide the basis from which to establish and maintain equitable wage relationships between jobs,

3.05 In the application of the aforesaid Rating manual (attached hereto as Schedule "C"), the following rules shall apply:

- (a) It is the job that is under consideration and not the individuals who work on the job.
- (b) The job description and rating of each job in each factor level shall be relative to, consistent with and in conformance with the job description and ratings of all other jobs in the bargaining unit.

ARTICLE IV CREATING AND MAINTAINING JOB DESCRIPTIONS AND RATINGS

4.01 Job Evaluation Representatives

The City and the Union shall designate in writing to each other, their representatives for handling all matters relating to job descriptions and ratings in accordance with the terms of this Manual. It is agreed that there will be three (3) representatives from the City and three (3) representatives from the Union. The Union representatives will receive their regular rate of pay for time spent in carrying out their duties under this Manual during their regular working hours.

4.02 Stability of Jobs

It is agreed that all job descriptions and ratings which are in effect as of the date of execution of this Manual (which includes all jobs set forth in Schedule "A" to the Collective Agreement) and any and all jobs that may subsequently be agreed upon or determined in accordance with this Manual shall continue in effect unless the job content is significantly changed by the City to the extent that the job will move into another wage grade or the job is deleted by the City.

4.03(A) Creating a New Job

Whenever the City wishes to establish a new job:

- (i) The City will, within ninety (90) consecutive days of the creation of the position, prepare a proposed job description and job rating therefor and provide the Union with a copy of such job description and job rating. The City will also provide a list of employee names for which time and attendance hours were reported for this position.
- (ii) Within thirty (30) days of receiving a copy of the proposed job description and rating, the Union shall advise the City as to whether it agrees or disagrees with the City's proposed job description and job rating, irrespective of whether the Union was able to verify the duties within the time limits because time and attendance hours were not reported for this position. Failure by the Union to respond within the thirty (30) day period shall be deemed to constitute agreement to the City's job description and job rating.
- (iii) In the event the Union disagrees with any part of the job description or job rating, it shall (within the thirty (30) day period set forth in section 4.03(A)(ii)) provide the City with written particulars of its objection and the reasons for such objection together with a list of all comparative jobs upon which the Union relies in support of its objection.
- (iv) Upon receipt of written notification from the Union (in accordance with Section 4.03(A)(ii)) that it agrees with the City's proposed job description and job rating (or upon deemed agreement under Section 4.03(A)(ii)), the City shall install the job on such basis, and the job shall be assigned to the appropriate wage grade effective on the date as set out in section 4.04 hereof.

(v) Upon receipt of written notification from the Union (in accordance with Section 4.03(A)(iii)) that it disagrees with either the job description or the job rating, the parties shall meet within fifteen (15) days thereafter for the purpose of discussing and attempting to resolve the issues in dispute. At least three (3) days prior to such meeting, the City shall provide the Union with a list of all comparative jobs upon which it relies in support of its position. The City may, within fifteen (15) days after such meeting, provide the Union with a revised job description and/or job rating or written notification that it maintains the original job description and/or job rating originally provided to the Union. Failure to provide such notification within the fifteen (15) day period shall be deemed to constitute notification by the City that it maintains its original job description and job rating.

Should the parties agree to a job description and job rating for the job prior to the expiration of fifteen (15) days from delivery of the revised job description and/or job rating or aforesaid notification, then the job shall be installed effective the date of such agreement, and it shall be assigned to the appropriate wage grade in accordance with section 4.04 hereof.

(vi) Should the parties fail to agree upon the job description and job rating prior to the expiration of fifteen (15) days from delivery of such revised job description and/or job rating or aforesaid notification to the Union, then the City's job description and job rating last submitted to the Union will be deemed to have been installed effective on the 15th day, subject to the Union's right to file a job evaluation dispute in accordance with the provisions of Article V hereof.

4.03(B) Maintaining Job Descriptions and Ratings

Whenever the Union believes that the City has significantly changed the job content of an existing job to the extent that the job will move into another wage grade:

(1) The Union shall submit the facts of the case in writing to the City with a request that a revised job description and rating be prepared in accordance with the provisions of this Manual.

(2) The City shall respond to the Union's request within thirty (30) days of receipt thereof by either preparing and submitting to the Union a job description and rating in accordance with the provisions of paragraph 4.03(A) hereof or by notifying the Union in writing that the Union's request is not justified. In the event the City prepares and submits to the Union a job description and rating, the provisions of Article 4.03(A) shall apply. In the event the City notifies the Union that the Union's request is not justified or fails to respond within the thirty (30) day time period described herein, the Union may within twenty (20) days of receipt of a negative response or within twenty (20) days following the last date for the City to respond, initiate the dispute resolution procedure set forth in Article V by providing the City with written notification that it requires the dispute to be referred to the dispute resolution process set forth in Article V. In the event that the Union fails to initiate the dispute resolution process within the time limits set out herein, the Union shall be deemed to have agreed that no changes are required to the existing job description and rating.

4.04 In the event that the parties have agreed (or are deemed to have agreed) on the job description and the job rating in accordance with this Article IV and without resort to the Dispute Resolution procedure provided for in Article V, the job shall be assigned to the appropriate wage grade in accordance with Article VI, and the assignment shall become effective from the date of such agreement (or deemed agreement).

ARTICLE V DISPUTE RESOLUTION

5.01 Should the committees fail to agree on the job description and/or job rating in accordance with Article IV hereof, then the Union may notify the City in writing within, but not after, fifteen (15) days from the date of installation as specified in Section 4.03(A)(vi) or the date of delivery of the negative decision by the City or the last date for the City to respond as set forth in Section 4.03(B)(2) that it requires the dispute to be referred to the dispute resolution process hereinafter set forth:

(A) Mediation

(1) The City and the Union shall agree on a roster of three (3) job evaluation mediators who will be selected to mediate any job description and/or job rating disputes between the parties in rotation. The mediator so selected shall, upon receipt of written notification from either party requesting mediation, schedule a mediation date within seventy-five (75) days of receipt of such notification for the purpose of meeting with the parties in an attempt to resolve any outstanding dispute between them relative to the job description and/or job rating.

The mediator shall be selected by rotation in the order they appear on the Roster provided that in the event any mediator cannot schedule such mediation date within the required time limit or a mediator is no longer available to mediate, such mediator shall be by-passed in favour of the next mediator on the list of roster of mediators until one is selected who is available within the required time limits. Nothing herein shall preclude the parties from agreeing (in writing) to alter the order of selection of a mediator as set forth above.

(2) Except with the written agreement of the parties, no mediation session for any single dispute shall exceed one regular work day and every effort will be made to schedule sufficient disputes before the mediator so as to ensure a full working day of mediation occurs.

(3) Each party shall provide the mediator and the other party with a copy of their proposed Job Description and Rating for the job at least ten (10) days prior to the day scheduled for the mediation session.

(4) Should the parties reach agreement on the job description and the job rating as a result of the mediation process, the terms of such agreement will be recorded in writing, and the job will be considered to have been finally installed on the basis of such agreement effective on the date of such agreement.

(5) In such event, the job shall be re-assigned to the appropriate wage grade in accordance with Article VI, and the assignment shall become effective from the date such agreement was made at mediation.

(6) In the event the parties are unable to reach an agreement on the Job Description and Rating in mediation, the mediator shall, within five (5) days of completion of mediation, provide to the parties a recommendation for disposition of any job description and job rating dispute then remaining outstanding together

with a statement of the parties' last positions advanced at the end of mediation relative to the appropriate job description and factor levels to be assigned for each factor in dispute. The recommendation shall set forth a job description and the factor level recommended for each factor in dispute and may adopt the City's position or the Union's position or a position proposed by neither the City nor the Union for the job description and each factor in dispute. Within five (5) days of receipt of the mediator's recommendation, the parties shall notify each other in writing of acceptance or rejection of the mediator's recommendation. A failure to notify within the aforesaid time limits shall be deemed to constitute a rejection of the recommendation. Where the Union and the City each accept the recommendation, the job shall be deemed to have been installed on the day of the mediator's recommendation and the job shall be re-assigned to the appropriate Wage Grade in accordance with Article 6, with such assignment becoming effective from the aforesaid date of installation.

(7) The mediator shall issue a written certification to the parties that mediation has been held and completed and specifying the date agreement on all outstanding issues was reached at mediation, if such is the case.

(8) The cost of the mediator shall be shared equally by the parties.

(B) Arbitration

In the event that the parties cannot agree on the job description and job rating as a result of the mediation process specified in paragraph 5.01(A) hereof, then either party may refer any outstanding dispute relative to the job description and/or job rating to final and binding arbitration in accordance with the procedures set forth in the Collective Agreement. No matter may be submitted to arbitration until the mediation process has been completed as certified in writing by the mediator. Any referral to arbitration must include the proposed Job Description and Rating sought by the referring party.

5.02 In all disputes referred to arbitration under Article 5.01(B), the job description dispute shall be heard and determined prior to the job rating dispute being considered by the arbitrator.

5.03 Upon determination of the dispute by the arbitrator, the job shall be assigned to the appropriate wage grade in accordance with Article VI, and the assignment shall, subject to Article 5.04, become effective from the date of release of the arbitrator's award finalizing the job rating dispute.

5.04 Notwithstanding Article 5.03, in the event the Union has accepted a mediator's recommendation as provided in Article 5.01(A)(6), upon determination of the job description and job rating disputes by the arbitrator, if the arbitrator awards a job description and all factor levels (which were in dispute) in accordance with the mediator's recommendation, then the job shall be assigned to the appropriate Wage Grade in accordance with Article VI, and the assignment shall be deemed to be effective on the day of the mediator's recommendation. Any job description or job rating issues which are agreed to by the parties prior to the arbitrator's award shall not be considered to form part of the mediator's recommendation for the purposes of this Article 5.04.

The mediator's recommendation shall not be disclosed to the arbitrator until following receipt of the arbitrator's award determining the dispute and then only in the event of a dispute concerning the effective date of the Wage Grade assignment arising out of the arbitrator's determination.

5.05 In the event of a dispute resulting in arbitration, all job evaluation documentation shall be available for presentation as evidence at the arbitration hearing.

5.06 Except as otherwise specifically provided in this Manual, any reference to the word "day(s)" shall mean a calendar day(s). It is the intention of the parties that the time limits herein shall be mandatory. Nothing herein shall preclude the parties from agreeing (in writing) to extend any of the time limits set forth in this Manual.

ARTICLE VI WAGE GRADES

6.01 The job descriptions and ratings, determined in accordance with the foregoing articles of the Manual and Rating Manual apply to assign each job to its appropriate wage grade according to the following point ranges and wage bands.

Appendix "A"

Schedule "B"

Wage Bands	Point Minimum	Point Maximum
1	0	174
2	175	196
3	197	218
4	219	240
5	241	262
6	263	284
7	285	306
8	307	328
9	329	350
10	351	372
11	373	394
12	395	416
13	417	438
14	439	460
15	461	482
16	483	508

APPENDIX "A"

SCHEDULE "C"

**City/CUPE Local 79
Recreation Workers Part-time Unit**

Gender Neutral Comparison System

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JOB KNOWLEDGE

This factor measures the typical level of knowledge and skill required in the job. The general and specific knowledge necessary for the job is commonly acquired through some combination of schooling, special courses, on-the-job training and experience. It takes into consideration both the breadth and depth of know-how, however acquired, that are required for the job.

Levels

1. Work requires an understanding of simple written and verbal instructions.

Equivalent: Duties can be learned on the job in less than 3 months.

2. Work requires an understanding of simple written and verbal instructions and familiarity with the program area.

Equivalent: Duties can be learned on the job in 3 months.

3. Work requires an understanding of written and verbal instructions and basic knowledge of the program area.

Equivalent: Advanced training of required skills. Duties can be learned on the job in 6 months OR equivalent combination of experience/training/education.

4. Work requires an understanding and application of general knowledge of the program area.

Equivalent: Program certification plus one season of related experience OR equivalent combination of experience/training/education.

5. Work requires an understanding and application of advanced knowledge of the program area.

Equivalent: Program certification plus previous planning/instruction experience equivalent to one season/term leading a program OR equivalent combination of experience/training/education.

6. Work requires an understanding and application of thorough knowledge of the program area.

Equivalent: Program certification plus technical knowledge and proficiency in the program area and planning/instruction experience equivalent to one season/term OR equivalent combination of experience/training/education.

7. Work requires an understanding and application of specialized knowledge of the program area.

Equivalent: Progressive speciality certification plus two seasons/terms of experience OR equivalent combination of experience/training/education.

8. Work requires an understanding and application of comprehensive knowledge of the program area.

Equivalent: Examiner or Trainer Certification plus two seasons/terms of experience OR equivalent combination of experience/training/education.

JUDGEMENT

This factor measures the degree of difficulty in the exercise of judgement in the problem solving and decision-making inherent in the job.

Solution of work problems must be considered within the scope of the job duties.

Levels

1. Limited judgement required. Work assignments involve little or no variety and are repetitive.
2. Some judgement is required in the application of rules and procedures. Work assignments are well defined and involve related activities.
3. Judgement is required in the application of established instructions. Work assignments are prescribed and may involve different but related activities.
4. Judgement is required to determine course of action within limits of established procedures and practices. Work assignments are diversified and involve situations or problems where a number of variables exist.

HUMAN RELATIONS

This factor measures the skills required to interact effectively and resolve problems with other staff and with members of the general public or other organizations. Consideration should be given to the nature and purpose of such contact and the extent to which courtesy, tact, persuasiveness and communications skills are required.

Levels

1. Contacts require courtesy to exchange routine information.
2. Contacts require basic communication skills to provide and explain factual information in response to inquiries or to assist with instruction and/or training or leading programs
3. Contacts require tact, human relations and communications skills to elicit, clarify and interpret information or to provide direction, instruction or training.
4. Contacts require human relations and communication skills to resolve problems using techniques of persuasion, to motivate persons and/or groups to obtain cooperation/gain agreement.

ACCOUNTABILITY

This factor measures the responsibility inherent in the job and the achievement of the objectives of the job and the degree to which the job is accountable. Consideration must be given for the results to be achieved, the degree of independent control over the work and the checks and balances in place.

Consider the safety and well being of others, the importance and impact to the organization and to the public.

Levels

1. Results have limited impact on the program/function.
2. Results have some impact on the program/function and beyond the immediate work area.
3. Results have moderate impact on the program/function and beyond the immediate work area.
4. Results have considerable impact on the program/function and beyond the immediate work area.
5. Results have significant impact on the program/function and beyond the immediate work area.
6. Results have long term implications on the program/function and beyond the immediate work area.

MENTAL EFFORT

This factor measures the level of average mental exertion and strain associated with the performance of the job.

Consideration is given to the need to shift attention from task to task, interruptions and distractions, the attention and concentration required and the pressure under which the job is performed.

Levels

1. **Moderate mental effort:**

Performs work where there is some variety in tasks but changes are infrequent. There is an intermittent need to concentrate and/or character of work causes a moderate amount of pressure.

2. **Considerable mental effort:**

Performs work where frequent changes in tasks occur. There is a frequent need to concentrate and/or character of work causes frequent pressure.

3. **Heavy mental effort:**

Performs work requiring close concentration most of the time and character of work causes considerable pressure.

DEXTERITY

This factor measures the level of dexterity required by the job. Dexterity is the ability to move the fingers, hands, arms, feet or legs nimbly and accurately, to judge accurately through the sense of touch and the sense of hearing, or to accurately control eye/hand or eye/foot coordination.

Levels

1. Skill required in the coordination of movements.
2. Skill required in the coordination of coarse or fine movements where speed is a consideration.
3. Skill required in the coordination of precise movements where accuracy is a major consideration.

PHYSICAL EFFORT

This factor measures the average physical exertion and strain in the job, required to accomplish the assigned work in the performance of a day's work. Consideration must be given to the degree of physical effort, the continuity or frequency of the effort and the employee's working posture and devices available.

Levels

1. Light activity of frequent duration.
OR
Moderate activity of occasional duration.

2. Light activity of almost constant duration.
OR
Moderate activity of frequent duration.
OR
Heavy activity of occasional duration.

3. Moderate activity of almost constant duration.
OR
Heavy activity of frequent duration.

WORKING CONDITIONS

This factor measures the frequency and intensity of exposure to disagreeable conditions under which the work is performed.

Consideration must be given to surroundings, environmental conditions, hazards and materials that are inherent in the job, beyond the employee's control and the impact these conditions have on the employee's well being, health or personal safety.

It does not consider "situational" characteristics, which are not a function of job responsibilities. (e.g. all employees who work in an old building are exposed to drafts, poor air conditions, etc.)

Levels

1. Limited exposure to disagreeable conditions.
2. Frequent exposure to disagreeable conditions.
3. Constant exposure to disagreeable conditions.

FACTOR POINTS & WEIGHTINGS

Level	Job Knowledge	Judgement	Human Relations	Accountability	Mental Effort	Dexterity	Physical Effort	Working Conditions
1	16	19	19	20	9	9	9	9
2	32	38	38	40	18	18	18	18
3	48	57	57	60	27	27	27	27
4	64	76	76	80				
5	80			100				
6	96			120				
7	112							
8	128							

Skill		
Job Knowledge	128	
Human Relations	76	
Dexterity	27	
Total	231	45%
Effort		
Physical Effort	27	
Mental Effort	27	
Total	54	11%
Responsibility		
Accountability	120	
Judgement	76	
Total	196	39%
Working Conditions	27	5%
		100%

Appendix "B"
WAGE SCHEDULE

Wage Grades	Effective January 1, 2008 to March 31, 2008	Effective April 1, 2008 to December 30, 2008 (Mar 31 rate + 3.25% Apr 1 ABI)	Effective December 31, 2008 (Dec 30 rate + .75% Dec 31 ABI)	Effective January 1, 2009 (Dec 31 rate + 1.75% 2009 ABI)	Effective January 1, 2010 (2009 rate + 2% 2010 ABI)	Effective January 1, 2011 (2010 rate + 2.25% 2011 ABI)
1	\$8.75 2008 Minimum Wage	\$8.75 2008 Minimum Wage	\$8.75 2008 Minimum Wage	\$9.50 Minimum Wage Effective March 31, 2009	\$10.25 Minimum Wage Effective March 31, 2010	\$10.25 2011 Minimum Wage
2	\$9.69	\$10.00	\$10.08	\$10.26	\$10.47	\$10.71
3	\$10.17	\$10.50	\$10.58	\$10.77	\$10.99	\$11.24
4	\$10.66	\$11.01	\$11.09	\$11.28	\$11.51	\$11.77
5	\$11.14	\$11.50	\$11.59	\$11.79	\$12.03	\$12.30
6	\$11.62	\$12.00	\$12.09	\$12.30	\$12.55	\$12.83
7	\$12.11	\$12.50	\$12.59	\$12.81	\$13.07	\$13.36
8	\$13.18	\$13.61	\$13.71	\$13.95	\$14.23	\$14.55
9	\$14.25	\$14.71	\$14.82	\$15.08	\$15.38	\$15.73
10	\$15.31	\$15.81	\$15.93	\$16.21	\$16.53	\$16.90
11	\$16.95	\$17.50	\$17.63	\$17.94	\$18.30	\$18.71

Appendix "B"
WAGE SCHEDULE

Wage Grades	Effective January 1, 2008 to March 31, 2008	Effective April 1, 2008 to December 30, 2008 (Mar 31 rate + 3.25% Apr 1 ABI)	Effective December 31, 2008 (Dec 30 rate + .75% Dec 31 ABI)	Effective January 1, 2009 (Dec 31 rate + 1.75% 2009 ABI)	Effective January 1, 2010 (2009 rate + 2% 2010 ABI)	Effective January 1, 2011 (2010 rate + 2.25% 2011 ABI)
12	\$18.60	\$19.20	\$19.34	\$19.68	\$20.07	\$20.52
13	\$20.25	\$20.91	\$21.07	\$21.44	\$21.87	\$22.36
14	\$21.90	\$22.61	\$22.78	\$23.18	\$23.64	\$24.17
15	\$23.55	\$24.32	\$24.50	\$24.93	\$25.43	\$26.00
16	\$25.20	\$26.02	\$26.22	\$26.68	\$27.21	\$27.82

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Points	Judgement	Points	Human Relations	Points	Accountability	Points	Mental Effort	Points	Dexterity	Points	Physical Effort	Points	Working Conditions	Points	Total Points	Wage Grade
		Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
Adapted & Integration	Special Needs Program Staff	3	48	3	57	2	38	2	40	2	18	1	9	2	18	2	18	246	5
Adapted & Integration	Special Needs Camp/Program Director	6	96	4	76	3	57	5	100	3	27	1	9	1	9	1	9	383	11
Adapted & Integration	Special Needs Area Coordinator	7	112	4	76	3	57	6	120	3	27	1	9	1	9	1	9	419	13
Aquatics	Aquatic Program Assistant	2	32	1	19	2	38	2	40	3	27	2	18	2	18	2	18	210	3
Aquatics	Wading Pool Attendant	2	32	1	19	2	38	2	40	3	27	2	18	2	18	2	18	210	3
Aquatics	Lifeguard	4	64	3	57	2	38	4	80	3	27	2	18	2	18	2	18	320	8
Aquatics	Swim Instructor	5	80	3	57	2	38	4	80	3	27	2	18	2	18	2	18	336	9
Aquatics	Aqua Fitness Instructor	6	96	3	57	3	57	4	80	3	27	1	9	2	18	2	18	362	10
Aquatics	Part Time Pool In-Charge	6	96	3	57	3	57	5	100	3	27	1	9	1	9	1	9	364	10
Aquatics	Specialty Aqua Fitness Instructor	7	112	3	57	3	57	4	80	3	27	1	9	2	18	2	18	378	11
Aquatics	Aquatic Specialty Instructor	7	112	3	57	3	57	4	80	3	27	2	18	2	18	2	18	387	11
Aquatics	Aquatic Examiner	8	128	4	76	3	57	6	120	3	27	1	9	1	9	1	9	435	13
Aquatics	Part Time Aquatic Coordinator	8	128	4	76	3	57	6	120	3	27	1	9	1	9	1	9	435	13
Arts	Assistant Art Instructor	4	64	2	38	2	38	1	20	2	18	1	9	2	18	2	18	223	4
Arts	Children's Arts & Crafts Instructor	5	80	2	38	3	57	5	100	2	18	1	9	2	18	1	9	329	9
Arts	Adult/Older Adult Crafts & Hobby Instructor	7	112	3	57	3	57	5	100	2	18	1	9	2	18	1	9	380	11
Arts	Performing Arts Instructor	7	112	3	57	3	57	5	100	2	18	1	9	2	18	1	9	380	11
Arts	Dance Instructor	7	112	3	57	3	57	5	100	2	18	3	27	2	18	1	9	398	12
Arts	Music Instructor	7	112	3	57	3	57	5	100	3	27	3	27	1	9	1	9	398	12
Arts	Visual Arts Instructor	7	112	3	57	3	57	5	100	2	18	3	27	2	18	1	9	398	12

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Judgement					Accountability	Points	Mental Effort	Points	Dexterity	Points	Physical Effort	Points	Working Conditions	Points	Total Points	Wage Grade
			Points	Points	Human Relations	Points	Points												
Camps	Assistant Camp Counsellor/Playground Leader	2	32	1	19	2	38	1	20	2	18	1	9	2	18	2	18	172	1
Camps	Camp Inventory & Equipment Clerk	2	32	1	19	1	19	2	40	2	18	1	9	2	18	2	18	173	1
Camps	Camp Buildings & Grounds Coordinator	3	48	2	38	1	19	3	60	2	18	1	9	2	18	2	18	228	4
Camps	Camp Counsellor/Playground Leader	4	64	2	38	3	57	3	60	2	18	1	9	2	18	2	18	282	6
Camps	First Aid Coordinator	5	80	3	57	2	38	3	60	2	18	1	9	1	9	2	18	289	7
Camps	Leadership Development Coordinator	6	96	3	57	3	57	4	80	2	18	1	9	1	9	1	9	335	9
Camps	Camp Specialty Instructor	5	80	4	76	3	57	4	80	2	18	1	9	2	18	2	18	356	10
Camps	Camp Location Coordinator	6	96	4	76	3	57	5	100	3	27	1	9	1	9	1	9	383	11
Camps	Camp Naorca Claireville Camp Assistant Director	6	96	4	76	3	57	5	100	3	27	1	9	2	18	1	9	392	11
Camps	Camp Area Coordinator	7	112	4	76	3	57	5	100	3	27	1	9	1	9	1	9	399	12
Camps	Camp Naorca Claireville Camp Director	7	112	4	76	3	57	6	120	3	27	1	9	2	18	1	9	428	13
CAN-BIKE	CAN-BIKE Instructor	7	112	3	57	3	57	5	100	2	18	1	9	2	18	2	18	389	11
CAN-BIKE	CAN-BIKE Instructor Trainer	8	128	3	57	3	57	5	100	2	18	1	9	2	18	2	18	405	12
CAN-BIKE	CAN-BIKE Program Coordinator	7	112	4	76	3	57	6	120	3	27	1	9	1	9	1	9	419	13
Culture - Arts	Audio Visual Technician Assistant	2	32	1	19	2	38	2	40	2	18	1	9	3	27	1	9	192	2
Culture - Arts	Office Assistant	4	64	3	57	3	57	3	60	3	27	2	18	1	9	1	9	301	7
Culture - Arts	Specialty Arts Camp Leader	5	80	3	57	3	57	4	80	2	18	1	9	2	18	2	18	337	9
Culture - Arts	Specialty Arts Camp Coordinator	7	112	3	57	3	57	5	100	3	27	1	9	1	9	1	9	380	11
Culture - Arts	Child Youth Art Instructor	7	112	3	57	3	57	5	100	2	18	3	27	2	18	1	9	398	12
Culture - Arts	Program Coordinator	7	112	3	57	4	76	5	100	3	27	1	9	1	9	1	9	399	12
Culture - Arts	Pottery Technician	7	112	3	57	2	38	6	120	2	18	3	27	2	18	2	18	408	12
Culture - Arts	Adult Art Instructor	8	128	4	76	3	57	6	120	2	18	3	27	2	18	1	9	453	14

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Job Knowledge					Accountability	Mental Effort			Dexterity	Points	Physical Effort	Working Conditions		Points	Total Points	Wage Grade
			Points	Judgement	Points	Human Relations	Points		Points	Points	Points				Points	Points			
Culture - Museums	Building Attendant	2	32	1	19	1	19	2	40	2	18	1	9	3	27	2	18	182	2
Culture - Museums	Museum Program Instructor	7	112	3	57	3	57	4	80	3	27	1	9	1	9	1	9	360	10
Culture - Museums	Education Assistant	7	112	3	57	3	57	4	80	3	27	1	9	2	18	1	9	369	10
Culture - Museums	Historical Interpreter	7	112	3	57	4	76	5	100	3	27	1	9	1	9	1	9	399	12
Culture - Museums	Senior Historical Interpreter	8	128	4	76	4	76	6	120	3	27	1	9	1	9	1	9	454	14
Customer Service	Permit Monitor	2	32	2	38	2	38	2	40	2	18	2	18	2	18	2	18	220	4
Customer Service	Recreation Customer Service Representative	4	64	3	57	3	57	3	60	3	27	2	18	1	9	1	9	301	7
Early Years/Children	Preschool & Children Program Leader	3	48	2	38	3	57	2	40	2	18	1	9	2	18	2	18	246	5
Early Years/Children	Preschool & Children Program Instructor	5	80	2	38	3	57	4	80	2	18	1	9	2	18	2	18	318	8
Early Years/Children	Preschool & Children Program Coordinator	6	96	3	57	3	57	5	100	3	27	1	9	1	9	1	9	364	10
Early Years/Children	Preschool & Children Area/Multiple Program Coordinator	7	112	3	57	3	57	6	120	3	27	1	9	1	9	1	9	400	12
Early Years/Children	Preschool & Children Program Specialist	7	112	3	57	3	57	6	120	3	27	1	9	1	9	1	9	400	12
Fitness	Weight Room Attendant	2	32	2	38	2	38	2	40	2	18	1	9	2	18	2	18	211	3
Fitness	Fitness Centre Staff	4	64	3	57	3	57	3	60	2	18	1	9	2	18	2	18	301	7
Fitness	Fitness Consultant	6	96	3	57	3	57	4	80	2	18	1	9	2	18	2	18	353	10
Fitness	Fitness Instructor	6	96	3	57	3	57	4	80	2	18	1	9	2	18	2	18	353	10
Fitness	Personal Trainer	6	96	3	57	3	57	4	80	2	18	1	9	2	18	2	18	353	10
Fitness	Specialty Fitness Instructor	7	112	3	57	3	57	4	80	3	27	1	9	2	18	2	18	378	11

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Points	Judgement	Points	Human Relations	Points	Accountability	Points	Mental Effort	Points	Dexterity	Points	Physical Effort	Points	Working Conditions	Points	Total Points	Wage Grade
		Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
Older Adult	Older Adult General Interest Convenor	5	80	3	57	3	57	4	80	3	27	2	18	1	9	1	9	337	9
Older Adult	Older Adult Community Coordinator	6	96	3	57	4	76	5	100	2	18	1	9	1	9	1	9	374	11
Older Adult	Older Adult Program Coordinator	7	112	3	57	3	57	5	100	3	27	1	9	1	9	1	9	380	11
Parks-Standards & Innovation - Children's Gardens	ECO Program Instructor	6	96	3	57	3	57	4	80	3	27	1	9	1	9	1	9	344	9
Parks-Standards & Innovation - Children's Gardens	ECO Program Expansion Specialist	7	112	3	57	3	57	6	120	2	18	1	9	1	9	1	9	391	11
Parks-Standards & Innovation - Children's Gardens	ECO Program Coordinator	7	112	3	57	3	57	6	120	3	27	1	9	1	9	1	9	400	12
Parks Youth	Parks Youth Leader	5	80	2	38	2	38	4	80	2	18	2	18	1	9	1	9	290	7
Parks Youth	Parks Youth Coordinator	6	96	3	57	2	38	5	100	3	27	2	18	1	9	1	9	354	10
Parks Development and Infrastructure Management (PDIM) - Facilities Management	Facility Attendant	2	32	1	19	2	38	2	40	1	9	1	9	2	18	2	18	183	2
Parks Development and Infrastructure Management (PDIM) - Facilities Management	Park Stadiums/Rink Facility Attendant In-Charge	3	48	2	38	2	38	3	60	2	18	1	9	2	18	2	18	247	5
Recreation Support	Gatekeeper	2	32	2	38	1	19	2	40	1	9	1	9	1	9	1	9	165	1
Recreation Support	Hallway Monitor	2	32	1	19	2	38	2	40	1	9	1	9	2	18	1	9	174	1
Recreation Support	Permit Hall Convenor	3	48	3	57	3	57	3	60	1	9	1	9	1	9	1	9	258	5
Recreation Support	Facility In-Charge	5	80	3	57	3	57	4	80	3	27	1	9	1	9	1	9	328	8

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Points	Judgement	Points	Human Relations	Points	Accountability	Points	Mental Effort	Points	Dexterity	Points	Physical Effort	Points	Working Conditions	Points	Total Points	Wage Grade
		Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points	Points
Skate	Rink Guard	1	16	1	19	2	38	2	40	2	18	2	18	2	18	3	27	194	2
Skate	Skate Programs Assistant Instructor	2	32	2	38	2	38	1	20	2	18	3	27	2	18	2	18	209	3
Skate	Leisure Skate Location Assistant In-Charge	3	48	2	38	2	38	3	60	2	18	2	18	2	18	2	18	256	5
Skate	Leisure Skate Location In-Charge	4	64	3	57	2	38	4	80	3	27	2	18	1	9	2	18	311	8
Skate	Skate Programs Instructor	5	80	2	38	3	57	4	80	2	18	3	27	2	18	2	18	336	9
Skate	Leisure Skate Coordinator	5	80	4	76	2	38	5	100	3	27	2	18	1	9	1	9	357	10
Skate	Skate Programs Head Instructor	6	96	3	57	3	57	5	100	3	27	3	27	1	9	1	9	382	11
Skate	Skate Programs Coordinator	7	112	4	76	3	57	6	120	3	27	1	9	1	9	1	9	419	13
Ski	Ski/Snowboard Assistant Instructor	2	32	2	38	2	38	1	20	2	18	3	27	2	18	2	18	209	3
Ski	Park Attendant	2	32	2	38	2	38	2	40	2	18	1	9	2	18	2	18	211	3
Ski	Rental Shop Technician	2	32	2	38	2	38	2	40	2	18	2	18	2	18	2	18	220	4
Ski	Lift Operator	2	32	2	38	2	38	2	40	3	27	1	9	2	18	3	27	229	4
Ski	Ski Patrol Attendant	3	48	2	38	2	38	2	40	3	27	3	27	2	18	2	18	254	5
Ski	Assistant Lift Coordinator	5	80	2	38	2	38	4	80	2	18	1	9	2	18	2	18	299	7
Ski	Rental Shop Assistant Coordinator	5	80	2	38	2	38	4	80	2	18	1	9	2	18	2	18	299	7
Ski	Assistant Snow Centre Administrator	5	80	2	38	3	57	4	80	2	18	2	18	1	9	1	9	309	8
Ski	Assistant Ski Patrol Coordinator	5	80	2	38	2	38	4	80	2	18	3	27	2	18	2	18	317	8
Ski	Ski & Snowboard Instructor	5	80	2	38	3	57	4	80	2	18	3	27	2	18	2	18	336	9
Ski	Ski Park Coordinator	4	64	3	57	3	57	4	80	2	18	3	27	2	18	2	18	339	9
Ski	On-Snow Coordinator	5	80	3	57	3	57	4	80	2	18	3	27	2	18	2	18	355	10
Ski	Lift Coordinator	6	96	3	57	2	38	5	100	3	27	1	9	2	18	2	18	363	10
Ski	Rental Shop Coordinator	6	96	3	57	3	57	5	100	3	27	1	9	2	18	1	9	373	11
Ski	Specialty Ski/Snowboard Instructor	6	96	3	57	3	57	4	80	3	27	3	27	2	18	2	18	380	11

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Judgement		Human Relations		Accountability	Mental Effort		Dexterity		Physical Effort		Working Conditions	Total Points	Wage Grade			
			Points	Points	Points	Points		Points	Points	Points	Points								
Ski	Ski Patrol Coordinator	6	96	3	57	2	38	5	100	3	27	3	27	2	18	2	18	381	11
Ski	Specialty Ski/Snowboard Program Coordinator	6	96	3	57	3	57	5	100	2	18	3	27	1	9	2	18	382	11
Ski	Snow Centre Administrator	7	112	4	76	3	57	6	120	3	27	2	18	1	9	1	9	428	13
Ski	Snow School Coordinator	7	112	4	76	3	57	6	120	3	27	2	18	1	9	1	9	428	13
Sports	Scorekeeper	1	16	1	19	1	19	1	20	1	9	1	9	1	9	2	18	119	1
Sports	Assistant Sports Instructor	2	32	2	38	2	38	1	20	1	9	1	9	2	18	2	18	182	2
Sports	Sports Monitor	2	32	2	38	2	38	2	40	2	18	1	9	1	9	2	18	202	3
Sports	Sports Organizer	4	64	2	38	3	57	4	80	3	27	1	9	1	9	2	18	302	7
Sports	Sports Instructor	5	80	2	38	3	57	4	80	2	18	1	9	2	18	2	18	318	8
Sports	Head Instructor	6	96	3	57	3	57	5	100	3	27	2	18	1	9	1	9	373	11
Sports	Sports Programs Coordinator	6	96	3	57	3	57	6	120	3	27	1	9	1	9	1	9	384	11
Sports	City-Wide Sports Convenor	7	112	4	76	3	57	6	120	3	27	1	9	1	9	1	9	419	13
Sports	Specialty Sports Instructor	7	112	3	57	3	57	6	120	3	27	3	27	2	18	2	18	436	13
Staff Support	Part-Time Program Clerk	3	48	2	38	2	38	2	40	3	27	2	18	1	9	1	9	227	4
Staff Support	Administrative Assistant	4	64	3	57	3	57	3	60	3	27	2	18	1	9	1	9	301	7
Staff Support	Payroll Time Entry Assistant	4	64	3	57	3	57	3	60	3	27	2	18	1	9	1	9	301	7
Staff Support	Trainer Part-Time Staff	7	112	3	57	3	57	5	100	2	18	1	9	1	9	1	9	371	10
Strategic Services - Curling Club	Building Attendant/Rink Attendant	2	32	1	19	1	19	2	40	2	18	1	9	3	27	2	18	182	2
Strategic Services - Curling Club	Curling Assistant Ice Technician/Facility Operator	4	64	3	57	1	19	3	60	2	18	1	9	3	27	2	18	272	6
Strategic Services - Curling Club	Bartender - Curling Club	5	80	3	57	4	76	4	80	2	18	1	9	2	18	2	18	356	10
Strategic Services - Curling Club	Head Ice Technician/Facility Operator Curling Rinks	7	112	3	57	2	38	5	100	3	27	1	9	2	18	2	18	379	11

Appendix "D"

RATINGS

Family	Harmonized Classification	Job Knowledge	Points	Judgement	Points	Human Relations	Points	Accountability	Points	Mental Effort	Points	Dexterity	Points	Physical Effort	Points	Working Conditions	Points	Total Points	Wage Grade
Strategic Services - Curling Club	Head Bartender - Curling Club	5	80	3	57	4	76	5	100	3	27	1	9	2	18	2	18	385	11
Strategic Services - Toronto Island Recreation	Franklin Children's Garden Attendant	2	32	1	19	2	38	2	40	2	18	1	9	1	9	1	9	174	1
Strategic Services - Toronto Island Recreation	Information Booth Attendant	2	32	1	19	2	38	2	40	2	18	1	9	1	9	1	9	174	1
Strategic Services - Toronto Island Recreation	Tram Tour Guide	2	32	1	19	2	38	2	40	2	18	1	9	1	9	1	9	174	1
Strategic Services - Toronto Island Recreation	Fishing Attendant	2	32	2	38	2	38	2	40	2	18	1	9	1	9	1	9	193	2
Strategic Services - Toronto Island Recreation	Tram Driver	3	48	2	38	1	19	3	60	3	27	1	9	1	9	1	9	219	4
Strategic Services - Toronto Island Recreation	Franklin Children's Garden Instructor	5	80	2	38	2	38	4	80	2	18	1	9	1	9	1	9	281	6
Strategic Services - Toronto Island Recreation	Boathouse Attendant	5	80	3	57	2	38	3	60	3	27	2	18	2	18	2	18	316	8
Strategic Services - Toronto Island Recreation	Ropes Challenge Course Program Staff	5	80	2	38	3	57	4	80	2	18	1	9	2	18	2	18	318	8
Strategic Services - Toronto Island Recreation	Boathouse In-Charge	5	80	3	57	2	38	4	80	3	27	2	18	2	18	2	18	336	9
Strategic Services - Toronto Island Recreation	Specialty Area Coordinator	7	112	3	57	3	57	5	100	3	27	1	9	1	9	1	9	380	11
Youth/Leadership	Community Youth Leader	4	64	2	38	3	57	3	60	2	18	1	9	2	18	1	9	273	6
Youth/Leadership	Community Youth Supervisor	6	96	3	57	3	57	4	80	3	27	1	9	2	18	1	9	353	10
Youth/Leadership	Leader In Training Instructor	5	80	4	76	3	57	5	100	3	27	1	9	1	9	1	9	367	10
Youth/Leadership	Youth Leadership Program Coordinator	7	112	4	76	3	57	6	120	3	27	1	9	1	9	1	9	419	13
Youth/Leadership	Youth Program Coordinator	7	112	4	76	3	57	6	120	3	27	1	9	1	9	1	9	419	13