

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED
BY UWOSA COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee**

REVISED

(A) Contact Information:

Name of person requesting appeal: Evangeline F. Castillo
Title: Administrative Assistant
Phone: 83723
Email: vangie.castillo@uwo.ca
Department: Education

(B) Position Information:

Current Incumbent: Evangeline F. Castillo
Current Classification: Secretary IV
Classification Being Appealed: Administrative Assistant, S.G. 10
Date Evaluation Results Letter Received: March 6, 2006

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: _____
See attached.

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing:  Date: March 17, 2006

The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED
BY UWOSA COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee**

The current UWOFA Collective Agreement has greatly impacted the discernable growth of this position. The following addendum will clarify other duties further which are vaguely described in the PDQ. As indicated in the Appendix of the PDQ, the Faculty of Education offers three programs:

Preservice Education Program:

1 st Term.....	September 1 – November 30
2 nd Term.....	January 1 – March 31
Fall/Winter.....	September 1 – March 31
Fall/Winter Practicum	September 1 – April 30

Graduate Education Program:

Intersession/Summer	May 1 – August 31
Fall/Winter	September 1 – December 31
Winter.....	January 1 – April 30

Inservice Program (Additional Qualification courses):

Intersession Partial Distance Education:	May 1 – June 30
Intersession/Summer Full Distance Education:.....	May 1 – July 31
Summer Full Distance Education:	June 1 – August 31
Summer On-Site:	July 1 – 31
Summer/Fall Full Distance Education:	August 1 – October 31 (will be discontinued)
Fall Full Distance Education:	September 1 – December 31
Fall/Winter Partial Distance:	October 1 – February 28
Winter Full Distance Education:	January 1 – April 30

The volume of the sessions (as indicated above), complexity and the degree of work involved in these sessions include:

1. Receive a total of 2,200 applications per year; correspond to inquiries and prepare letters of response to all Preservice Education applicants.
2. Evaluate the teaching history of all part-time faculty members in the Faculty of Education to assess their eligibility for rights and status for each course (i.e. Renewable Multi-Year Appointments, First Refusal Rights, First Refusal Status) in accordance with the UWOFA Collective Agreement.
3. For the Preservice instructors, the result of these evaluations will also determine their salary level for each course. The Additional Qualification instructors receive an experience premium for teaching the same course the 3rd and subsequent times.
4. Determine all information relating to the Limited-Duties contract (such as job titles, status (RMYA, FRR, FRS) start/end date, EI hours, teaching load, monthly salary). Obtain lists of instructors being hired with courses and number of sections assigned to them from Managers/Chairs of each program. All these information are used for the production of all faculty official letter of appointments and Faculty Appointment Notices (FAN) which are both approximately 400-500 per year for part-time instructors in the

Faculty of Education. These are then submitted directly to the Dean for approval and subsequently submitted to Payroll / Faculty Relations. Ensuring payroll deadlines are met.

5. When an Additional Qualification course is cancelled, and if the instructor is assigned to teach a different course in place of the cancelled course, another assessment of the teaching history is required to determine experience premium for the new course; if not possible, assign another course, a cancellation fee must be arranged.
6. Participate in Dean's Offices Senior Staff meetings held by the Office of Faculty Relations attended by Administrative Officers, Human Resources Managers, and Senior Administrative Assistants. Information circulated in these meetings pertains mainly to faculty appointment in compliance with the UWOPA Collective Agreement.
7. Coordinate the Faculty Professional Expense Reimbursement for all full- and part-time faculty members. Approximately 150 per year are submitted to Financial Services. Distribute, answer all inquiries, collect and scrutinize expenses submitted, and ensuring compliance with University policies prior to the Dean's approval.

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Faculty of Education
Dept. Num.:
Incumbent: E. Castillo
Citte Mem.Present: UWOSA: M. Broadfoot, L. Munn
 ADMIN: P. Grant, C. Zrini

Job Title: Admin. Asst.

Eval. Date: May-06

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Post secondary - college or undergraduate. 3 years experience with transportable skills	Educ	4				
			Exper.		E	115		
II	Initiative	Works from set policies for UWOFA. Ongoing supervision		4		55		
III	Complexity/Judgement	Part-time appointments, RYMA's, etc. cannot modify standard templates		4		35		
IV	Contacts	Provides advice based on contracts and agreements. Follow up		3		45		
V	Errors	Detected within unit. Work is verified by supervisor		2		20		
VI	Supervision of Others	Minor supervision of temp staff during peak times	Char.	2				
			Scope		A	10		
VII	Effort/Demands	Several accountabilities at one time but follows templates and guidelines, structure, deadlines		2		30		
VIII	Physical Environment	Normal office conditions		1		10		

CLASSIFICATION ASSIGNED

Total Pts: 320

Group: _____ Salary Grade _____

Level: _____ 10 _____

Co-Chair Signatures: UWOSA: M. Broadfoot _____

ADMIN: P. Grant _____

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

U.W.O. ID NUMBER _____ PRESENT INCUMBENT
 SURNAME CASTILLO INITIALS E.F. POSITION IDENTIFICATION
 DEPT. NO 250100 P.S. JOB CODE SASX20
 SSB

BASIC POSITION INFORMATION

DEPT. NAME EDUCATION

SECTION NAME OFFICE OF THE DEAN

LOCATION FACULTY OF EDUCATION BUILDING

WORK WEEK HRS. 35

SUPERVISOR SURNAME CAVERHILL

INITIAL T.H. PHONE 88698

FOR SALARY ADMINISTRATION USE	
CLASS'N	Administrative Assistant SG 10
CLASS'D	Feb 1/06 EFFECT Feb 1/06
	Date Date
ANALYST	JCD

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
-----	--------------	---

Part-time Faculty Appointments:

The incumbent applies provisions of the UWOPA Collective Agreement (which is complicated by various Rights and Status) Conditions of Casual Appointment, and policies / procedures of the Provost and Faculty Relations relating to part-time faculty to coordinate the process of part-time faculty appointments by:

- Compiling teaching and appointment history of each instructor using Peoplesoft HR, local database and official file information
- Once Limited Duties vacancies are posted, receiving, organizing, tracking applications and providing information about the process in response to enquiries
- Evaluating rights and status of applicants by reviewing the history to ensure hiring decisions and compensation levels adhere to Collective Agreement
- Preparing accurate information on applications and applicants for review by Program Chairs, providing clarification so that they understand how applicants' rights affect hiring, and checking their recommendations on hiring for problems such as overlap with full-time faculty workload or maximums to Limited Duties teaching
- Acting as liaison between applicants, Program Chairs / managers, Manager (Human Resources), Dean / Associate Dean on problems related to selection and appointments and, when there are complex issues of interpretation or exception, assisting the Manager / Dean / Faculty Relations to resolve issues by providing background and input
- Determining all of the information relating to the Limited Duties contract (such as job titles, status, start / end dates, teaching load, monthly salary); producing official offers, cancellations and revised contracts, proofing letters and submitting directly to the Dean for approval; following up to ensure return of contracts; completing required forms for Faculty Relations / Payroll for the Dean's signature to meet Collective Agreement and payroll deadlines
- Maintaining accurate records of all documentation and work flow and preparing summary reports such as the search process report
- Working with the Manager and programmers on local database development to provide accurate information and reports; participating in meetings on database development

Support to the Dean:

- Collecting Annual Performance Evaluation submissions from full- and part-time faculty members, and preparing a summary of their teaching evaluations to be used by Annual Performance Evaluation Committee for review.

- Coordinating the annual "Leaders in Learning: Publications of Faculty and Staff" working with faculty and their secretaries on preparation of submissions, reviewing submissions, and ensuring information is submitted to Western Archives
- Determining eligibility of part-time faculty for Professional Expense Reimbursement and Revenue Canada "Declaration of Conditions of Employment" and reviewing submissions by both full- and part-time faculty to ensure compliance with University policies prior to the Dean's approval.
- Receiving research proposals / applications from faculty seeking funding from granting agencies, Western internal competitions (such as SSHRC, Academic Development Fund, CIHR Western Innovation Fund; government and industry) and the Faculty internal competition, checking that the application package is complete, submitting to the Dean for review, forwarding to Research Western to meet deadlines; maintaining records of all grant applications and preparing letters to inform applicants of internal competition results
- Providing support to Faculty committees, such as preparing agendas, minutes, ballots for nominations and elections, up-to-date membership lists and public mailing list
- Organizing Faculty social events such as annual faculty wine & cheese and retirement reception by developing lists of invited guests, designing and sending invitations, collecting RSVPs, arranging for location, catering, etc.
- Serving as a resource person to faculty in all of the above areas of responsibility
- Directly supporting the Dean by acting as first contact for telephone calls and inquiries, arranging appointments, organizing incoming mail, creating / updating public mailing lists of e-mails, completing forms for his signature, and maintaining records such as course evaluations and minute books
- Acting as back-up to the Administrative Coordinator (except on building matters) to administer processes for sabbaticals, promotion, etc., schedule meetings, organize agendas, and prepare correspondence; and as back-up to the Associate Dean's Administrative Assistant, to provide support for the Associate Dean such as issuing OSAP documents, preparing correspondence, scheduling meetings, and handling telephone inquiries.

NO.	OTHER DUTIES (less than 10%)
------------	-------------------------------------

- Preparing paperwork for Faculty Relations / Payroll on full-time faculty
- Maintaining faculty members' official files
- Arranging e-mail accounts, temporary and special ID cards, business cards and other related services for faculty members
- Provides general assistance to members of the Office of the Dean as necessary.

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT **DIRECTLY AND FORMALLY** TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

N/A

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees *Temporary staff assigned to assist incumbent*
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Corres- pondence: <input checked="" type="checkbox"/>	<u> X </u> Complete Composition	E-mails and memos to faculty or applicants
	<u> X </u> Partial composition	Limited-Duties Contract Letters,
	<u> X </u> Prescribed format	FANs
Reports: <input checked="" type="checkbox"/>	<u> X </u> Complete composition	Spreadsheets of Faculty evaluations,
	<u> </u> Partial composition	Internal R & D Grant Competition List,
	<u> X </u> Prescribed format	Faculty Limited-Duties application lists, Survey for Limited-Duties hiring results.
Other: <input checked="" type="checkbox"/>	<u> </u> Complete composition	
	<u> </u> Partial composition	
	<u> </u> Prescribed format	

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

Formal Education:

University undergraduate degree or Post Secondary diploma in business/secretarial related area normally required

Skills and Experience:

- Three years experience working in an administrative position within an academic department
- Excellent working knowledge of computer hardware and software
- Demonstrated proficiency in working with databases, customized programs, email, internet, Microsoft Office Word, Excel, PowerPoint, Access, WordPerfect, PeopleSoft and ability to quickly and independently learn new software tools
- Speed and accuracy in data input
- Excellent verbal and written communication skills
- Time management and organizational skills in prioritizing work to meet deadlines with ability to multi-task and work effectively with continuous interruptions
- Ability to work independently and as a member of a team
- Knowledge of UWOFCA Collective Agreement and UWO related policies & procedures

Strong degree of initiative with judgement in when to refer problems to another source
Strong commitment to confidentiality and discretion

PLEASE DESCRIBE THE **NATURE AND FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

The incumbent is expected to work independently. While overall supervision is provided by the Administrative Coordinator, the work on part-time faculty appointments is under direction of the Manager, Finance & Human Resources. On-going supervision involves day-to-day informal sharing of information and problem-solving and informal feedback. Direction is provided when new tasks are assigned or processes change.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Questions and concerns from Program Chairs, applicants and faculty regarding part-time appointments, status, eligibility for experience premium, unsigned contracts, and completion of forms.
- Problems with logistics of planning events.
- Ensuring that deadlines are met by faculty when secretaries or faculty do not submit materials

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

Complex issues relating to interpretation of UWOFA Collective Agreement and serious concerns from faculty that might lead to potential grievance are referred to the Dean or the Human Resource Manager. Inquiries requiring additional background knowledge and complications with the Dean's schedule are referred to the Administrative Coordinator or Dean.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

- There are the two posting per year for Limited Duties positions. Each time, the process from reviewing applications through to submissions to Faculty Relations / Payroll involves about 4 months
- Organizing annual receptions takes about two months from choosing the date to the event
- Collection and submission of Leaders and Learning, faculty professional expense reimbursements, etc. takes about a month
- Organizing and setting priorities to accomplish tasks to meet multiple deadlines on a weekly and monthly basis

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

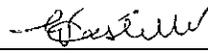
CONTACT'S TITLE	LOCATION	FREQUENCY	PURPOSE OF THE COMMUNICATION
(e.g. Purchasing Agents)	(inside outside) dept dept	(dly wky mthly)	(e.g. to provide information concerning...)
Faculty & applicants for LD	inside dept	daily/monthly	regarding limited-duties contracts, scheduling meetings, applications and forms
Staff	inside dept.	daily	communicate information and solve problems, workflow, meetings
Faculty Relations / Payroll	outside dept.	monthly/weekly	regarding faculty appointments
Finance Department	outside dept.	March-April	inquiries regarding Reimbursements
estern Archives, Western Library	outside dept.	August/September weekly	Leaders in Learning submissions
Research Western	outside dept.	varies	inquiries regarding research grant competition deadlines & guidelines
Great Hall Catering	outside dept.	varies	catering orders for events & meetings

Value Graphics	outside dept.	varies	order business cards
Graphics Services	outside dept.	varies	general printing requisitions
Information Technology Services	outside dept.	varies	e-mail access requests/terminations
Human Resources	outside dept.	varies	request special ID for summer scholar and other guests
Students & external visitors	in / outside dept	daily	receive and respond to inquiries

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

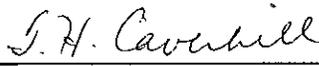
Staff Member: Evangeline F. Castillo

Present Classification: Secretary IV

Signature: 

Date Jan. 31 / 06

Supervisor: Theresa H. Caverhill

Signature 

Date Jan. 31 / 06

APPENDIX: 2005/2006 Job Parameters

Limited Duties Appointment Process:

Number of Limited-Duties applicants:	1200	
Number of applications (courses and sessions applied for):	2200	
Number of courses to be filled	140	(many with multiple sections)
Number of contracts per year:	400 - 500	
Number of sessions for Additional Qualifications Courses:	7 *	

- * Intersession Partial Distance Education
- Intersession/Summer Full Distance Education
- Summer Full Distance Education
- Summer On-Site
- Fall Full Distance Education
- Fall/Winter Partial Distance Education
- Winter Full Distance Education

Number of sessions for Preservice Education:	2
Number of sessions for Graduate Education:	3

Support for Faculty:

Number of Limited Duties Faculty:	200
Number of Casual Appointments faculty:	10
Number of full-time faculty:	43
Number of seconded teachers from Boards of Education:	10

Number of faculty eligible for Professional Expenses Reimbursement: 190

Support for the Dean and Faculty of Education:

Number of staff in Office of the Dean:	10
Number of Preservice students:	850
Number of Graduate students:	223
Number of Continuing Teacher Education registrants:	5,000

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

Classify new position

Change in responsibilities

Check current classification

Update your records

Routing approvals: I agree that this review is required

Immediate supervisor Theresa H. Caverhill *T. Caverhill*

Department Head _____

Dean's Office Dr. Allen T. Pearson *Allen Pearson*

Date Jan 31, 2006