

# FAQs on PDQs

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## **What is a PDQ?**

PDQs are Position Description Questionnaires, or Job Descriptions. They describe the contents and requirements of your job. Your PDQ should describe in fairly simple language the specific tasks, skills, and experience required to do your job.

## **How often do I need a new PDQ?**

There are two reasons your PDQ must be updated. Article 44.02 in the Collective Agreement requires that a new PDQ be completed for all members at least once every three years. If, however you have had a significant change in your job duties, you should submit a new PDQ to reflect these changes as per Article 44.03.

## **I have a degree, but my PDQ doesn't require one.**

The PDQ must describe the position you hold, not your qualifications.

## **I don't have a degree, but my PDQ requires one.**

Article 22.10 of the Collective Agreement ensures that any new educational requirements added to your PDQ will not apply to you if you were in the position before these requirements were added.

## **I am asked to do things that are not in my PDQ.**

The rule is: 'Do it now, grieve it later'. If your supervisor is asking you to perform new duties, ask for an updated PDQ to be submitted which includes these new duties. If your supervisor refuses, call UWOSA at ext 83028. Remember that you cannot refuse to do work on the basis that it is not in your PDQ.

## **What determines my classification?**

Human Resources considers several factors when determining whether or not your classification will be upgraded. For a list of these factors, review the document entitled, 'Office Support Job Evaluation Plan' on the HR website at:

[http://www.uwo.ca/humanresources/docandform/docs/leadermanger/workdesign/evaluatingrole/office\\_sup.pdf](http://www.uwo.ca/humanresources/docandform/docs/leadermanger/workdesign/evaluatingrole/office_sup.pdf)

or the "Technical Job Evaluation Plan" at

[http://www.uwo.ca/humanresources/docandform/docs/leadermanger/workdesign/evaluatingrole/tech\\_plan.pdf](http://www.uwo.ca/humanresources/docandform/docs/leadermanger/workdesign/evaluatingrole/tech_plan.pdf)

## **My PDQ does not accurately describe my job**

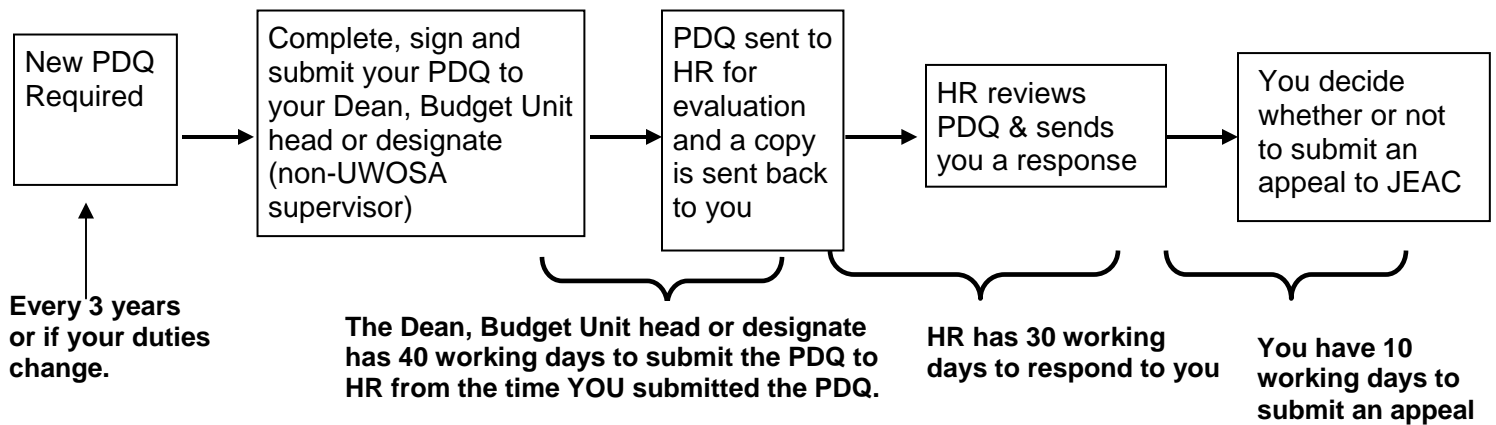
You must have an updated PDQ every three years, regardless of any changes to your duties.

However, if there has been a significant change in your duties or the work you perform, this also requires a new PDQ. This right is outlined in Article 44.03 of the Collective Agreement. Download the PDQ form and update your PDQ to reflect your new duties. The form is found at:

<http://www.uwo.ca/humanresources/docandform/docs/leadermanger/workdesign/definingroles/uwosapdq.doc>

## **My job has changed, and I have submitted my new PDQ to my supervisor\*. How long do I have to wait for the results of my PDQ review?**

There are specific timelines outlined in Article 44 of the Collective Agreement. From the day you submit your PDQ to your Dean, Budget Unit head or Designate, s/he has 40 working days to give you a copy of the PDQ and submit it to HR. (UWOSA considers your supervisor\* to be the Designate.) HR then has 30 working days to review the PDQ and inform you of their decision.



**What can I do to ensure these timelines are met?**

Personally submit your PDQ to your Dean, Budget Unit Head or designate, and RECORD THE DATE you do so. Then mark 40 working days from this date. That is the day HR must have your PDQ. Mark in your follow-ups 30 working days from then. That is the date you must have a response. If you don't, call the UWOSA office at ext 83028.

**My classification stayed the same, but I believe I should move up a level or two.**

Submit an appeal to the JEAC (Job Evaluation Appeal Committee) within 10 days. A form should be included with the initial response from HR. The form is also located at: <http://www.uwo.ca/humanresources/docandform/docs/leadmanger/workdesign/evaluatingroles/appealr.doc>

**What is JEAC?**

JEAC is the Job Evaluation Appeal Committee. It is made up of four UWOSA representatives and four UWO representatives. JEAC will review your appeal and may contact you and/or your Dean, Budget Unit head or supervisor for more information. JEAC will then make a decision regarding your appeal, which is final and binding on all parties.

**What if the JEAC Committee cannot agree on my appeal?**

Your appeal is sent to an outside referee agreed upon by both sides. The referee will make a decision within 60 days and report the decision back to the UWO and UWOSA. The decision of the referee is final and binding.

**My classification has been upgraded. How much retro-pay do I receive?**

You will be compensated for the difference between your old classification and your new classification from the first day of the month following the date your PDQ is signed by the Dean/Budget Unit Head or Designate. This is why it is important to submit a new PDQ as soon as your duties change.

**What can UWOSA do for me in this area?**

UWOSA can help ensure that the timelines are met so that your PDQ evaluation is not delayed. UWOSA representatives can also help you if you need assistance completing your PDQ. Call the office anytime at ext 83028.

If you have any questions or concerns regarding your PDQ, call us at ext 83028 or email us at [info@uwosa.ca](mailto:info@uwosa.ca).

\* to be considered a Dean/Budget Unit Head designate, the supervisor must be outside the bargaining unit (i.e., cannot be a member of UWOSA)