

## **FAQ's for the AFSCME Classification Review**

1. Should we collaborate with our managers in answering the JAQ?

Answer - Yes, Segal Waters Consulting always encourages collaboration with managers and employees when completing these types of studies.

2. Should we collaborate with everyone in the same classification?

Answer- Yes, if applicable however, the choice is the employees. If you choose to collaborate, please list the names of each employee on the group JAQ. Note: Employees within the same classification, who have different immediate supervisors, must submit separate JAQ's to their respective supervisors but are still free to collaborate with colleagues.

3. What if I am in a Classification with many people, however I believe my work is completely different than the others? Do I have to join the group to fill out the JAQ?

Answer – No, in that scenario, we would encourage the employee to submit a separate JAQ.

4. Is it absolutely necessary that I submit a JAQ?

Answer- No, it is not mandatory to fill out a JAQ however, your position will not be evaluated in the Segal Waters study if no JAQ is received.

5. Will I receive a copy of my supervisor's response to my JAQ?

Answer- Yes, Human Resources will encourage all supervisors to communicate openly with their subordinate regarding their JAQ's. Employees are also encouraged to remind their supervisors to provide copies as well.

6. What can I do if I don't receive my JAQ after my supervisor's comments?

Answer - Email requests for copies of the JAQ to Performance and Learning (Attn: Patrice McElroy or May Copper).

7. Will every employee be interviewed by Segal Waters Consulting?

Answer - Yes, employees who would like interviews will receive them. However, it is not mandatory. The interviews are scheduled for mid- January 2015 and the process will be communicated as the date gets closer.

8. What if our supervisor takes this JAQ and comments as a performance review rather than the Job description review? What will happen?

Answer - All managers/supervisors are instructed to not provide performance review language in their review of the JAQ's. Any information on the evaluation of performance will not be considered by Segal Waters Consulting during their analysis.

9. Does HR have a chance to review and comment on my JAQ?

Answer – No, HR's role is to collect and submit the JAQ's to Segal Waters Consulting.

10. With reference to Section III- Job Elements of the JAQ, what should I do if it isn't clear what box to check? Meaning, what I do doesn't exactly match the description provided.

Answer- This would be a time to check what best fits and then explain the differences and/or concerns in the comments underneath the box.

11. How much time do I need to finish the JAQ?

Answer- This will take some time to finish and please do not wait until Dec. 4<sup>th</sup> to start. We suggest that employees take a week or so at the beginning and brainstorm about their job tasks. This JAQ takes time for an accurate completion. Please note that Dec. 5<sup>th</sup> is a hard due date.

12. What should we do when filling out the JAQ, an employee doesn't feel the item applies to them?

Answer- If an item doesn't apply, don't provide an answer but provide an explanation on why in the comments area.

13. What if my supervisor is non responsive to my JAQ?

Answer -HR will be working with all manager/supervisors to make sure they will be responsive. Segal Waters will still review submitted JAQ's even if they are missing the immediate supervisor's review.

14. What is different in this process from when we did this back in 2008?

Answer-

1. AFSCME leadership is an equal partnership with management and the consultant throughout this process.
2. Employees are receiving detailed instructions and training on how to understand and answer the JAQ 's

3. The Consultant will be conducting employee interviews.

15. Will there be an appeal process in this process?

Answer- This will be discussed later in the process with AFSCME Leadership, Management and the Consultant. A response will be presented at a later time.

16. Do we answer the JAQ with what the job should be doing or what we are actually doing today?

Answer - The JAQ should be addressed with the work that employees are doing today.

17. What should we include in the JAQ if we have absorbed duties from a job that has been eliminated from my department?

Answer - The JAQ should be addressed with the work that employees are doing today.

18. Could this study result in a pay band adjustment so that no one would reach the top of the pay bands?

Answer - No, the pay bands adjustment is a completely different process. AFSCME had a salary survey which reviews pay for the employees and in June 2014 and another one will be completed before the end of the agreement period.

19. If I didn't have a chance to attend one of the training sessions, can I still see the presentation?

Answer –Yes, the training was recorded and will be posted on WebBART.

20. Can I hand write my JAQ and turn in a hard copy to my supervisor?

Answer- No, the JAQ needs to be electronically submitted by e-mail to each employee's supervisor. Supervisors will also add their comments electronically and submit them to HR by e-mail as well. No hard copies will be allowed.

### **Helpful Hints to fill out the JAQ**

Do not start with Section II: Essential Job Duties. This will take the most time. We suggest you take a week to really think about and brainstorm on all your duties before you tackle that section.

Work in groups whenever applicable. If you choose to work in groups, remember to put each person's name associated with that JAQ on the form. You may send the same JAQ to different supervisors for their comments if you work in different departments.

Do not wait until the last minute to answer the JAQ. If you want to do this correctly, it will take time. You have a month to complete your portion of the JAQ and we encourage you to take the entire month to think about and answer the JAQ that best represents what you do in your job. You are the expert at what you do at your job.