





Employee Overview – Pay Equity Maintenance Position Information Questionnaires (PIQ)

This document provides essential information for employees on the Position Information Questionnaire (PIQ) implementation. It highlights the purpose of the project, stages of work, touchpoints they will have with their bargaining agent and/or the Employer, and employee responsibilities in completing the PIQ. Employees can contact unifiedpayequity@opseu.org with questions related to the PIQ.

STAGE OF WORK	PRE- PIQ IMPLEMENTATION PHASE	PIQ IMPLEMENTATION PHASE	POST-PIQ IMPLEMENTATION PHASE
OVERVIEW	<ul style="list-style-type: none"> Bargaining Agent and the Employer collaboratively develop the Position Information Questionnaire (PIQ). <ul style="list-style-type: none"> A PIQ is a tool for collecting meaningful information from employees on their job responsibilities and requirements. Determine selection criteria for a sample size of employees to complete the PIQ. <ul style="list-style-type: none"> Not all employees will be asked to complete a PIQ. Minimum 15% sample size from each job class group. Job classes with less than 10 people – 100% sample size. 25% sample size for the Office Administration Group and Executive Officer series. 	<ul style="list-style-type: none"> Selected employees complete PIQ through a web link for their position if they meet the following criteria: <ul style="list-style-type: none"> Geographic regions – representation from across Ontario. Ministries across the OPS – represent all business lines. Gender – proportionate inclusion in the PIQs. Employment arrangements – reflect all types of work and jobs. Employees in job for more than 6 months. Employees with and without a job description. The PIQ will be available in accessible formats. 	<ul style="list-style-type: none"> Employee completed PIQ responses will be sent to the respective manager to confirm receipt and provide feedback. Completed PIQs will be rolled up into confidential aggregate results and incorporated for each job class. Development of updated job descriptions that will enable transparency and fairness across the OPS. <ul style="list-style-type: none"> Will be sent to managers for review and final validation (following the pay equity work). Managers <u>must offer</u> employees the opportunity to provide feedback on their respective job description.
EMPLOYEE RESPONSIBILITIES	<ul style="list-style-type: none"> Employees ensure they are aware of the project: <ul style="list-style-type: none"> Review communications and resources materials available Familiarize themselves with key terms and definitions (e.g., PIQ) Speak to their manager when there are questions or concerns. 	<ul style="list-style-type: none"> Employees access pre-recorded virtual information session and read available resource materials. Attend a Question-and-Answer session if there are inquiries or concerns for clarification upon completing the pre-recorded virtual information session. Dedicate up to three (3) consecutive hours (paid and during work hours) to complete the PIQ for the employee’s position to accurately describe the work performed. Employees may choose to fill it out individually or as a group. <ul style="list-style-type: none"> If more time is required, manager is to be informed. Submit PIQ on or before the due date provided. 	<ul style="list-style-type: none"> Employees work with their manager to review and provide feedback on their updated job description. Employees ensure they are aware of the project – review communications and resources materials, speak to their manager when there are questions or concerns.
COMMUNICATION EXPECTATIONS	<ul style="list-style-type: none"> Website with resource materials on project and general information on job classification. Memo to formally announce the project and upcoming PIQ implementation phase which will outline project purpose, importance of participation – how it impacts staff and next steps for PIQ completion. Information sessions on PIQ roles and responsibilities to employees, managers, union delegates and HR community. 	<ul style="list-style-type: none"> Website with resource materials on project and general information on job classification. Selected employees receive email invitation to complete PIQ for their position. Pre-recorded virtual information sessions and Question-and-Answer sessions available. 	<ul style="list-style-type: none"> Website with resource materials on project and general information on job classification. Information sessions and Question-and-Answer sessions available on updated job descriptions.
EMPLOYEE FEELINGS	<p> Worry – Employees may be concerned about impacts to them. They may also be unsure if they will be given a chance to provide their input with regards to the work they perform and their thoughts on the project.</p>	<p> Frustration – Employees may worry there is no time to complete the PIQ.</p> <p> Confusion – Employees may be unsure of how to complete the PIQ or do not understand why they were not chosen to complete a PIQ.</p>	<p> Worry – Employee may be concerned about how PIQ feedback will be used and how managers will validate their PIQ.</p>
RESPONSE	<ul style="list-style-type: none"> The intent of the project is to: <ul style="list-style-type: none"> Ensure fair and consistent work valuation across the OPS. Be flexible to respond to changes in work/operations over time. Have an updated job evaluation plan and job descriptions. Provide employees with an updated copy of their job description. Employees will be asked to provide input (via selection) using PIQ completion. 	<ul style="list-style-type: none"> Employees will be given three (3) consecutive hours (paid and during work hours) to complete the PIQ. If more time is required, managers are to be informed. Contact union representative (unifiedpayequity@opseu.org), manager and/or HR to assist the employee with their inquiries/questions on the PIQ. 	<ul style="list-style-type: none"> All employees will be given an opportunity to review and provide feedback to their manager on the updated job description before it is finalized.