



## *Joint Job Evaluation Provincial Review Process*

### *“Guidelines” for Human Resource Representatives/ Administrators and Union Representatives*

Provincial Review Process is a voluntary process for permanent full-time and permanent part-time employees.

Documents are being sent to both HR/Administrators and Union representatives to assist in the process.

- HR representatives/Administrators initiate the joint process by:
  - forwarding Provincial Review Process package documents to OOS supervisors to provide to employees;
  - post the information (classification being reviewed, deadlines, contact numbers) on intranets, posting boards;
  - email follow-up with OOS supervisors throughout the process to ensure that information has been provided to employees.
- Union representatives are provided the information and requested to assist with the joint process by:
  - communicating the process to local union representatives;
  - post the information (classification being reviewed, deadlines, contact numbers) on union websites, bulletin boards;
  - providing the Provincial Review Process documentation to their members should it be required.

Employees should:

- Review the current documentation for the classification
  - Provincial Job Description and Provincial Job Fact Sheet
- If the documentation represents the job, complete the Provincial Review Form and provide this form to their OOS supervisor – no further action is required from the employee.
- If the documentation does not represent the job, complete the Provincial Review Form, amend the Provincial Job Description and complete a new blank Job Fact Sheet. Keep a copy of their information and submit completed documentation to their OOS supervisor within the allotted timelines to allow for review and comments. They may want to notify their HR rep or local Union when they have submitted to their OOS supervisor.

OOS supervisors should:

- Provide the Provincial Review package to permanent full-time and permanent part-time employees within the allotted timelines.
- Ensure documentation from employees is received to allow for the review within the allotted timelines.
- Provide comments to the documentation submitted by the employees.
- Keep a copy, and provide a copy of the completed documentation to employees and to the appropriate HR representative/Administrator.

The “Guidebook” referenced in the current Job Fact Sheet is no longer available as it was incorporated into the new Job Fact Sheet in 2007.

Employees and OOS supervisors can use the new Job Fact Sheet found on the JJE website ([www.working-for-health.ca/support/jobevaluation](http://www.working-for-health.ca/support/jobevaluation)) to reference the Guidebook information.