

JOB EVALUATION NEWS

ISSUE 14 The newsletter of the CUPE-SEIU-SGEU-SAHO
Joint Job Evaluation Steering Committee

July 2002

JE Info Line : 1-877-855-3240 (in Regina call 525-4174)

Call for a Project Update or to
leave a message.

Visit: www.working-for-health.ca/supportjobevaluation
for information and news about the project!



Roll Out to Employees/Supervisors Scheduled for June 6, 2003

- Your Job Evaluation Committee has completed its work and delivered its report to the Bargaining Committee.
- Based on the original Job Fact Sheets submitted on behalf of about 15,000 employees and their supervisors, the Job Evaluation Committee created Provincial Job Fact Sheets for 236 Health Care jobs and evaluated these jobs.
- You have received an Employee Package containing a copy of the Job Description and Rating Documentation for your current job. The package also includes a letter which contains valuable information on this rollout process. ***Please read all documentation carefully!***
- The Job Evaluation Committee has done its best to ensure that the Job Description reflects the main duties associated with this job and that the rating of the job is fair.
- Despite their best efforts, there may be inaccuracies in the Job Description for a number of reasons:
- The original Job Fact Sheet may have had incomplete responses or the Job Evaluation Committee may have misinterpreted the information supplied.
- There may have been changes in duties since the Job Descriptions were completed.
- Since it was not practical to write a Job Description for each employee in each job, similar duties may have been grouped together in an unrepresentative way.
- For all these reasons, it is important that you review the Job Description very carefully. You should make sure that the information in the Job Description is correct and that all significant duties of your job have been included in the Job Description. These results are preliminary and changes can be made provided that you and/or the supervisor make application for Reconsideration prior to the September 5, 2003 deadline. Reconsideration Packages are available from your employer or union which describe in detail the procedure to be followed.
- **Please also read this newsletter carefully for additional information and then follow the steps to obtain further help, if needed.**

What Are the Committees Doing?

Q: What will I receive on June 6/03?

A: You will receive a letter, Provincial Job Description and Rating Documentation for the job for which you completed a Questionnaire and/or your current primary job. You will also receive a page of definitions and abbreviations to support the Job Description.

Q: How will I receive the above?

A: Employers are using different methods. Some employers are providing packages to supervisors who will hand them to employees.

Q: What do I do with my Employee Package?

A: Make sure that the Job Description that you have received is correct for the job you currently hold. Please review the information contained in the Provincial Job Description for accuracy. Please ensure that the Key Work Activities as stated on the Job Description accurately reflect the job that you do. If you believe that the Job Description does not reflect some important job duties or responsibilities or you believe that your job is not appropriately within this Job Description, you may make an application for reconsideration. If the information on the Job Description is incorrect, you may file for reconsideration.

Q: What is the Job Evaluation Rating Documentation?

A: The Job Evaluation Rating Documentation records the official evaluation by the Job Evaluation Committee of the job. It records the degree level rating assigned to the job on each of the ten factors which are used to evaluate jobs. If you do not agree with the degree level rating assigned to your job for a particular factor, you may make application for reconsideration.

Q: Can you explain the Job Evaluation Rating Document Sheet?

A: The ten factors used to evaluate are set out and described in the Plan Manual. They include: Decision Making, Education, Experience, Independent Judgment, Working Relationships, Impact of Action, Leadership and/or Supervision, Physical Demands, Sensory Demands and Environment. The degree level ratings are set out in the Plan Manual. The degree level rating assigned to your particular job for each factor is recorded in this document. A statement of the rationale used by the committee means the reason they assigned the numerical degree level rating to that job.

Q: Where do I find a description of these ten factors?

A: The ten factors are described in the Job Evaluation Plan Manual. The Manual itself is reproduced in the Reconsideration Package and you may obtain a copy of the Reconsideration Package from your employer/ local union or online.

Q: I did not submit a Job Fact Sheet in October of 2000, how was I placed into one of the new Jobs?

A: The Job Evaluation Committee matched all employees who submitted a Job Fact Sheet in October of 2000 to one of the new jobs. Using these placements as a guide, the Job Evaluation Steering Committee matched co-workers in the same department with the same payroll title, in the same job as those who were placed by the JEC. If a department and payroll title match was not possible, the Steering Committee made inquiries and placed you into a job they felt was a "best fit". The Steering Committee acknowledges that there may be some problems with this process and employees can make application for reconsideration where they do not agree with the placement.

Q: I did not get a Job Description Package?

A: If you did not obtain a Job Description Package, please contact your immediate supervisor. In a very small number of cases, it was not possible to assign to an employee one of the 236 jobs developed by the Job Evaluation Committee. Usually this is due to the fact that these are single incumbent jobs where individuals did not initially fill out a Job Fact Sheet in October of 2000 and no one else in the province does similar work. You will be required then to complete a Job Fact Sheet and submit it to the Reconsideration Committee so that your job can be evaluated.

Q: Can I obtain information on the Job Descriptions for other jobs as well as their ratings?

A: Yes, although you may only make an application to reconsider the rating for the job you currently hold. The Provincial Job Fact Sheets, Job Descriptions and Rating Summary are available online. Your employer and/or union should also be able to provide you with a copy of this information.

Q: What other information is available to me at this time?

A: • Reconsideration Packages are available from your employer, local union or at www.working-for-health.ca/support/jobevaluation.
• Provincial Job Fact Sheets are available from your employer, local union or at www.working-for-health.ca/support/jobevaluation.

Q: What if I recently changed jobs and I receive the package for my previous job?

A: Ask your employer for the package for your current job.

Q: What does the Reconsideration Package contain?

A: • Job Evaluation Manual
• Degree Rating Summary (for all jobs)
• Reconsideration Instructions
• Job Evaluation Reconsideration Form

Q: Who can apply for Reconsideration?

A: The employee, supervisor, union or employer.

Q: What is the Reconsideration deadline?

A: All applications for reconsideration must be postmarked no later than September 5, 2003.

Q: What are the grounds for Reconsideration?

A: • Change in job duties since October 2000.
• The Job Description does not reflect some important job duties or responsibilities.
• Disagree with Ratings.
• This is not my job.

REMEMBER – *an employee can only submit a Reconsideration request for their job and a supervisor can only submit a Reconsideration request for a job that they supervise.*

Q: What if the Job Description contains Key Work Activities that I don't perform?

A: No problem, as long as the Key Work Activities contain an adequate description of what you do.

REMEMBER – *The Job Descriptions are meant to cover a variety of similar jobs in rural and urban settings and in major and smaller facilities.*

Q: What should I do if my job changes after June 6, 2003?

A: You should complete and submit a Reconsideration Request form.

Q: What should I do if my job changes after September 5, 2003?

A: A maintenance process will be established to deal with new and changed jobs after September 5, 2003. You will be advised of the maintenance process before September, 2003

Q: Will I be invited to attend a hearing to present my case for Reconsideration?

A: No. Due to the number of employees involved with this project, a hearing for everyone would be unmanageable. Therefore your Reconsideration request must be detailed and complete with examples. The Reconsideration Committee may contact you for clarification purposes.

REMEMBER – Supervisors will be asked to comment on Reconsideration requests of their employees and employees will be asked to respond to Reconsideration requests of their supervisors.

Q: If I apply for Reconsideration, when will I hear from the Reconsideration Committee?

A: The Reconsideration Committee will respond to everyone at the same time when they are done their work. Depending on how many Reconsiderations are received, it could take six months or more.

Q: If I have questions, where do I get help?

A: Read the documents that you have been provided to you. Read the current newsletter. You may call 1-877-855-3240 (in Regina call 525-4174) at any time. From June 9 to 27, weekdays from 9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. project representatives will be on line to answer your questions directly. Check the project website at www.working-for-health.ca/supportjobevaluation or your local union website. Contact your local union representative, your supervisor or the Human Resources department.

Q: Why are we not receiving salary ranges at this time for the new provincial jobs?

A: The information you are receiving now comes to you directly from the Job Evaluation Joint Committee. The Bargaining Committee is still bargaining salaries for the new jobs.

Q: How does the information I received affect my pay?

A: Your Bargaining Committee will use the rating to establish a job hierarchy. Jobs valued similarly will be grouped together into pay groups. The pay associated with each grouping will be negotiated.

Q: Can I tell from these rating results what my wage or salary will be?

A: No. Our current wage structure will pretty much be obsolete once the Job Evaluation Bargaining Committee develops the new wage structure. This does not mean that everyone will get a wage adjustment but the evaluation of our new jobs will mean a different wage structure than the one we currently have.

Q: Can I talk to someone about any concerns I have?

A: Yes. Call the Job Evaluation Help line at 1- 877-855-3240 (in Regina call 525-4174). Our help-line will be staffed to answer calls.

NOTE: Documents online were created in Word 97. While newer versions of Word will open the Word 97 files, some formatting issues may result.

SEIU members may call:

1-800-772-9724 (ext.226)
Or their Local Union Office.
Local 299 (Moose Jaw) 1-800-563-5900; 693-7922
Local 333 (Saskatoon) 1-800-772-9724 (ext. 226); or 652-1011 (ext. 226)
Local 336 (Swift Current) 1-888-999-7348; 773-2536

CUPE members may call:

Regional Office 1-306-382-8262
Local 3967 (757-7925)
Local 4777 (922-0600)
Local 4980 (783-6883)
Local 5111 (445-6433)
Local 5999 (842-1559)

SGEU members may call:

Regina 1-800-667-5221 Phil Johnson
Prince Albert 1-800-667-9355 Gary Bartley

Need more copies of Job Evaluation News?

Please leave a message on the InfoLine:
1-877-855-3240 or 525-4174 In Regina.

Issues of Job Evaluation News are available as PDF files at

www.sdh.sk.ca/supportjobevaluation
Regina Health District employees can find the newsletter on the district's intranet in the human resources section.