

JOB EVALUATION NEWS



ISSUE
18

The newsletter of the CUPE-SEIU-SGEU-SAHO
Joint Job Evaluation Maintenance Committee

July 2007

JOINT JOB EVALUATION MAINTENANCE COMMITTEE (JJEMC)

MAINTENANCE COMMITTEE

- ◆ The JJEMC met for the first time May 24 to 26, 2006. They are meeting for two and one-half (2 ½) days per month (excluding the summer months of July and August).
- ◆ The JJEMC is made up of six (6) Union representatives and six (6) Employer representatives:
 - CUPE Representatives:**
 - Stan Adcock, Regina Qu'Appelle Health Region
 - Rhonda Oneschuk, Sunrise Health Region
 - SEIU Representatives:**
 - Shelly Banks, Heartland Health Region
 - Sandra Ocrane, Five Hills Health Region
 - SGEU Representatives:**
 - Bonnie Erickson, Kelsey Trail Health Region
 - Wendy Simonson, Kelsey Trail Health Region
 - Employer Representatives:**
 - Randy Canning, Prince Albert Parkland Health Region
 - Jo-Ann Eldstrom, Saskatoon Health Region
 - Deanna Hladun, Regina Qu'Appelle Health Region
 - Erin Miller, Sun Country Health Region
 - Connie Patrick, Sunrise Health Region
 - Rick Snell, Regina Qu'Appelle Health Region
- ◆ Co-Facilitators for the Maintenance meetings are Susan Bellavance, Consultant, SAHO and JoAnn Collett, Senior Officer, CUPE National Office.
- ◆ As with the previous committees, the JJEMC must reach consensus on all decisions made.
- ◆ Confidentiality is also required and is absolutely essential. Written notification of decisions made will be forwarded to all affected parties at the same time.
- ◆ All Job Description recommended changes by the JJEMC must go to the Committee of the Parties for approval.

Committee of the Parties (COPs)

- ◆ A Committee of the Parties (COPs) was established, at bargaining, to oversee the work of the JJEMC.
- ◆ The COPs is made up of CUPE, SEIU and SGEU representatives; Employer representatives; and SAHO representatives.
- ◆ They meet on a quarterly basis (or more often if warranted).

300-Series Jobs

- ◆ The 300-series jobs are still draft. These jobs have been held in abeyance and will not be reviewed at this time by the JJEMC. The JJEMC has requested clarification from the COPs to determine and provide direction as to how these jobs will be handled through the Maintenance process. These jobs were newly created from the Reconsideration Process.

Educational Changes

- ◆ The JJEMC researches and reviews educational changes (e.g., Home Care/Special Care Aide, Building Systems Technician, etc.) associated with the Provincial job qualifications and will implement at the appropriate time.

How the JJEMC Works

- ◆ The JJEMC's mandate is to deal with "changed" or "new" jobs.
- ◆ Any new jobs will always be draft, with an interim rate of pay, until finalized by the JJEMC.
- ◆ The JJEMC reviews Maintenance requests in chronological order, as well as related job classification files (e.g., "support family" jobs).
- ◆ The JJEMC reviews the time period that the Maintenance request was initiated (e.g., 2004).
- ◆ The JJEMC requires all of the following documents before they can review a file:
 - Job Review Request Form (JRRF).
 - Job Fact Sheet (JFS) complete with the employee's and OOS Supervisor's comments.
 - Amended Job Description.
- ◆ These documents should be forwarded to your HR representative, who in turn will provide copies to the JE Assistant and the Union.
- ◆ To expedite the entire JE process, the JJEMC has put a time allowance of sixty (60) days for submission of additional information.
- ◆ A Mediation and Dispute Resolution Process has been established by the COPs that will deal with issues that the JJEMC cannot reach consensus on.
- ◆ Please refer to your respective Collective Agreements for Articles and Letters of Understanding dealing with Job Evaluation Maintenance:
 - CUPE Article 20 – LOU #18; SEIU Article 11 – LOU #22; SGEU Article 9 – LOU #12.

Progress to Date

- ◆ Job Review requests submitted since 2004 have began being dealt with when the JJEMC began meeting in May, 2006.
- ◆ As of March 31, 2007, the JJEMC has:
 - Total number of files - 486
 - Total number closed - 120
 - Total number pending - 366
 - A number of pending files have been reviewed and are waiting for additional information.
- ◆ There have been 18 new jobs requested.

Website

- ◆ The Job Evaluation Website (www.working-for-health.ca/supportjobevaluation) will be updated when new information becomes available.
- ◆ The “Notice” section will summarize what changes have been made to the various files on the website (e.g., job descriptions).

What’s Next?

- ◆ The COPs and the JJEMC are in the process of revising the JRRF and the JFS, and creating a new document, “Changed Job” Form. We believe these revised forms will be more user friendly for both Employees and Employers.
- ◆ We have incorporated a new project logo.
- ◆ 25% Review – the JJEMC will endeavour to review 20% to 25% of all jobs each year, with priority given to jobs that have changed or jobs that have not been reviewed for some time.

SEIU members may call:

1-800-772-9724 (ext.230)
Or their Local Union Office.
Local 299 (Moose Jaw) 1-800-563-5900; 693-7922
Local 333 (Saskatoon) 1-800-772-9724 (ext. 230); or 652-1011 (ext. 230)
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 (783-1396)
Local 5111 (445-6433)
Local 5999 (842-1559)

SGEU members may call:

Prince Albert 1-800-667-9355

**[www.working-for-health.ca/
supportjobevaluation](http://www.working-for-health.ca/supportjobevaluation)**

Employees can find the newsletter on the following regions intranet, in the human resources section.

- ◆ Regina Qu Appelle Health Region
- ◆ Saskatoon Health Region
- ◆ Sunrise Health Region