

# JOB EVALUATION NEWS



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**19**

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

October 2007

## “New and Improved” Job Evaluation Forms

The Joint Job Evaluation Maintenance Committee (JJEMC) and the COPs (Committee of the Parties) have reviewed and amended the forms (see below) used in the Maintenance Process:

- ◆ Job Review Request Form (JRRF) – **REVISED**
- ◆ Provider Group – Joint Job Evaluation Job Fact Sheet (JFS) – **REVISED**
- ◆ Guidebook – **DELETED**
- ◆ Provider Group – Joint Job Evaluation Changed Job Form (CJF) – **NEW**

These forms will be available on the JE website ([www.working-for-health.ca/supportjobevaluation](http://www.working-for-health.ca/supportjobevaluation)) by Friday, October 26, 2007.

### Job Review Request Form

The JRRF was revised by the COPs to better capture and track the necessary administrative information and to provide explicit instructions on submitting a request to the Maintenance process.

### Provider Group – Joint Job Evaluation Job Fact Sheet

The JJEMC anticipates the JFS will be completed mainly for New Jobs. The JFS may be required to be completed for existing provincial jobs if the JJEMC is seeking further information and/or clarification.

The JFS is now landscape (rather than portrait).

The Guidebook that was referenced with the old JFS has been eliminated and bullets from the Guidebook have been incorporated into this document. Appendix A – Sample Key Activity Summary Statements has been revised and will be part of the JFS.

Switching to this style has increased the number of pages but the document is more reader friendly than the previous version.

This new format also allows joint comments (Employee and OOS Supervisor) to be identified at the end of each Section rather than at the end of the document, as was the case with the old JFS.

MAINTENANCE COMMITTEE (JJEMC)

## Guidebook

The Guidebook was incorporated into the revised JFS and hence deleted (see JFS above).

## Provider Group – Joint Job Evaluation Changed Job Form

The CJF will be completed for a changed job or reclassification request by an employee or OOS Supervisor. The individual/group completing the document is only required to **fill out the sections that have changed**.

The JJEMC may request a full JFS to be completed by an individual/group if they determine that the information received does not provide significant information for a review. This type of request would be done through correspondence on a file-by-file basis as determined through consensus of the JJEMC.

As with the JFS, this form allows the Reviewer (either Employee or OOS Supervisor, depending on who is submitting the Maintenance request) to comment and initial at the end of each Section.

## Submission of Forms to the Maintenance Process

Old versions of the JRRF and JFS forms will be accepted by the JJEMC until January 2, 2008. After that time, submissions will be sent back to the originator and asked to be re-submitted on the correct form(s). **Employees and/or Employers who currently have Maintenance files do not need to re-submit information on the new forms.**

### **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***

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