

# JOB EVALUATION NEWS



ISSUE  
20

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

May 2008

## Health Information Protection Act (HIPA)

*Documents required by the Maintenance Process include:* Job Review Request Form (JRRF), Job Fact Sheet (JFS), Changed Job Form (CJF) and Job Description (JD).

Should Employees or Employers wish to provide supporting documentation further to the required documents, then **Regional Policies and Procedures** and the **Health Information Protection Act (HIPA)** must be adhered to.

**HIP A** requires protection of health information such as Social Insurance Number (SIN), names, addresses, Health Services Number (HSN), next of kin or signatures that would identify an individual, who has not provided consent for information to be shared.

Please reference [HIPA](#), the **Office of the Privacy Commissioner of Saskatchewan's website at [www.oipc.sk.ca](http://www.oipc.sk.ca)** or contact your Regional Privacy Office for further information.

## Progress to Date – as of May, 2008

- ◆ The JJEMC is currently reviewing 2005 files in chronological order (also reviewing like files at the same time).
- ◆ The JJEMC first met on May 24 to 26, 2006 and have had a total of 19 meetings.
- ◆ The JJEMC has received and closed the following files:
  - 2004 – received 84 files and closed 71 files
    - 2004 files comprise requests that missed the deadline for Reconsideration.
  - 2005 – received 273 files and closed 118 files
  - 2006 – received 103 files and closed 18 files
  - 2007 – received 65 files and closed 2 files
  - 2008 – received 11 files and closed 0 files
  - To date – received 536 files and closed 209 files = 327 pending
    - A number of pending files have been reviewed and are waiting for additional information.
- ◆ There have been 52 new jobs requested. Twelve have been deleted either through employer withdrawal or a job has been found within our current Provincial Job Descriptions. Ten new jobs have been created with eight having been forwarded to the Committee of the Parties for approval.

MAINTENANCE COMMITTEE (JJEMC)

## “REMINDER” New 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**
- ◆ Provider Group – Joint Job Evaluation Changed Job Form (CJF) – **NEW**

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.

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 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**.

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

**After January 2, 2008**, submissions not on new forms will be sent back to the originator and asked to re-submit on the correct form(s). **Employees and/or Employers who submitted Maintenance requests in 2007 or earlier do not need to re-submit information on the new forms.**

*Please ensure you follow the Maintenance Process by providing documentation to your designated Human Resources Representative (as per the JRRF).*

**NOTE:** Please refer to the JE Website ([www.working-for-health.ca/supportjobevaluation](http://www.working-for-health.ca/supportjobevaluation)) to reference Ratings; Total Points; and Pay Bands Comparison:

- A. – Evaluation Results
- B. – Reconsideration Results
- C. – Dispute Tribunal Results
- D. – Maintenance Results

<p><b>SEIU members may call:</b> 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</p> <p><b>CUPE members may call:</b> 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)</p> <p><b>SGEU members may call:</b> Prince Albert 1-800-667-9355</p>	<p><b><a href="http://www.working-for-health.ca/supportjobevaluation">www.working-for-health.ca/ supportjobevaluation</a></b></p> <p>Employees can find the newsletter on the following regions intranet, in the human resources section.</p> <ul style="list-style-type: none"><li>◆ Regina Qu Appelle Health Region</li><li>◆ Saskatoon Health Region</li><li>◆ Sunrise Health Region</li></ul>
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