

Employees/Groups

Please take your time when completing the Job Fact Sheets to insure the information is complete and accurate. Get them to your supervisor/reviewer as soon as they are complete but no later than October 20, 2000.

Supervisors/Reviewers

Please take your time when reviewing the Job Fact Sheets to insure the information is complete and accurate. When you are done forward them to the Job Evaluation Facilitator as soon as possible but no later than October 31, 2000.

Data Collection Teams

It's your job to make sure this process is completed in a timely manner. Please insure that one or more Job Fact Sheets are forwarded to the project facilitator for every job.

Thank You

The Steering Committee would like to thank the District Representatives and the Data Collection Teams for their efforts in planning the data collection process, facilitating information sessions and for insuring that Job Fact Sheets are completed and forwarded in a timely manner.

They would also like to thank employees and supervisors for completing the Job Fact Sheets and employers and unions for their cooperation and assistance from the start to the finish of this project.

This process will succeed because everyone is working together.

What's Next

Job Analysis Committee

- ◆ The Job Analysis Committee will start work on October 24, 2000.
- ◆ Their job is to read all of the Job Fact Sheets and to bundle and consolidate them when they represent the same job (based on education, experience and job content).
- ◆ Their work is scheduled to be complete by mid-January.

Job Evaluation Committee

- ◆ The Job Evaluation Committee will start work in January, 2001.
- ◆ Their job is to read all of the bundled and consolidated Job Fact Sheets and to rate all jobs based upon the Job Evaluation Plan developed by the Steering Committee.

Steering Committee

- ◆ The Steering Committee will use the results of the Job Analysis Committee to rank all of the jobs and recommend pay bands to the Bargaining Committees.
- ◆ The Steering Committee will make the results of the ratings available to all staff. Employees, supervisors, employers and unions will have the opportunity to have ratings reconsidered.
- ◆ The initial results should be in the hands of employees and the Bargaining Committees by mid-2001.

Bargaining Committees

- ◆ The Bargaining Committees will negotiate wage bands, pay rates and adjustment schedules.

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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.