

# JOB EVALUATION NEWS

**ISSUE 15** The newsletter of the **CUPE-SEIU-SGEU-SAHO Joint Job Evaluation Reconsideration Steering Committee**

May, 2004

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

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**job descriptions and other information and news about the project**



## The Reconsideration phase began on March 8, 2004.

- Over 2000 Reconsiderations have been received. All will be read by the Reconsideration Rating Committee (RRC) or the Pre-Screening Committee (PSC).
- In accordance with the October 3, 2003 Memorandum of Agreement, the RRC has started its work by dealing first with Technology jobs including the Pharmacy Technician Job. They are also giving priority to other benchmark jobs such as working supervisors. The PSC has been tasked with dealing with the bundling issues for all other jobs.
- The tasks of dealing with the Reconsideration files are as follows:
  - Read and summarize each Reconsideration request.
  - Seek clarification where necessary.
  - The RRC and PSC will make recommendations to the Steering Committee with respect to bundling issues i.e. to fix situations where someone changed jobs since October 2000 or if a different job description better describes the Key Activities in their job.
  - The RRC and PSC will make recommendations to the Steering Committee with respect to new or changed job descriptions, if warranted, based on new information received.
  - The RRC will review and, if necessary, revise ratings based on new information received.
  - The committees are calling incumbents and supervisors to clarify information. The fact that you may not have been called likely means that the information you provided was clear and did not need to be further clarified.
  - The Committees may visit work sites and/or invite incumbents and supervisors to answer questions when they believe it will help them to reach a clear understanding of information received with respect to the reconsideration request. Specific attention will be given to Technology jobs as undertaken in Letter of Understanding dated October 3, 2003.

## Education Review

- Educational institutions have been requested to supply the project with up-to-date classroom/practicum hours for each relevant training course to ensure education ratings are correct.

## Committee Members

### ➤ Pre-Screening Committee

- Jim Carr – CUPE
- Patti Dodds – Employer
- Jan Duguid – SEIU
- Brenda Nerlien – SGEU
- Rhonda Oneschuk – CUPE (Alternate)

### ➤ Reconsideration Rating Committee

- Heather Cugnet – CUPE
- Ed Engel, CUPE
- Bonnie Erickson – SGEU
- Celine Hounjet – SEIU
- Sandra Ocrane – SEIU
- Dale Schwartz – Employer
- Wendy Simonson – SGEU
- Helen Wiebe – Employer

### ➤ Steering Committee

- Stan Adcock – CUPE
- Roselyn Colwell – SEIU
- Russ Doell – SEIU
- Mike Finney – Employer
- Cherise Husulak – CUPE
- Mona Laurans – SGEU
- Sheila Pajunen – Employer

**Reconsideration Process Well Underway**

**Q: All Job Descriptions created by the JJE Project list qualifications for the Job. Many of the employees who are doing the work and who are in that particular job may not have the qualifications for the job. An example of this is Job #10 Cook which lists as qualifications for the job Journeyman Cook certificate. Why then do the Job Descriptions list these qualifications?**

A: The Plan Manual contains 10 factors used to evaluate the skill, effort, responsibilities and working conditions of each job. In order to properly evaluate a job's skill level, the Education factor was created which describes various levels of formal education or training which would equip an individual with the skills to do the job. In order to assign a job a degree level for education, the project required recognition of existing formal training courses which if taken would provide the skill level necessary to do the job. It was certainly recognized by the Project Committee members that there can be more than one way in which to acquire the skill level necessary to do the job. The qualifications listed in each job set out the minimum education qualifications and are set for the purposes of job evaluation only. The following is a direct quote from the Final Report of the Project

“By default, the JEC chose SIAST, as the standard qualification if there was more than one to chose from within the Province of Saskatchewan.

Each job evaluated has been assigned a minimum qualification. The way the Plan is designed lead the Job Evaluation Committee to choose a set of qualifications that would typically be achieved through post secondary education (when it is available). We recognize that there are many ways to become qualified for a job; e.g. education, experience, a combination of education and experience, a different educational institution than listed, life skills etc. Because of the limitless combinations, we did not attempt to define equivalencies.

Therefore when reading the qualifications for any job, remember that there may be other ways to become qualified.” End of quote.

**Q. What does the May 30<sup>th</sup> implementation date mean to me?**

A. The May 30<sup>th</sup> implementation date means the new 2004 hourly pay rate will come into effect. The draft JJE job descriptions will be used for postings.

**Q. When will I receive my retro pay for the period April 1, 2003 to May 2004?**

A. The retro pay should be paid out (12) weeks after the implementation of the change in the rate of pay.

**Q. Is the RRC (Reconsideration Rating Committee) doing site visits?**

A. The RRC may conduct site visits if they feel that it is necessary to understand the job. As per the Letter of Understanding regarding Technologists, the RRC is taking steps to meet with an employee and employer representative from each classification. Time considerations prohibit the RRC from visiting each site, but the RRC is to meet with employee and employer representatives from each classification.

**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  
Prince Albert 1-800-667-9355 Gary Bartley

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