

JOB EVALUATION NEWS

ISSUE 17 The newsletter of the **CUPE-SEIU-SGEU-SAHO Joint Job Evaluation Reconsideration Steering Committee**

August 2005

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

Call for a Project Update

Visit: www.working-for-health.ca/supportjobevaluation

job descriptions and other information and news about the project



RECONSIDERATION RESULTS TO EMPLOYERS AND LOCAL UNIONS.

This week employers and local unions have been provided with the all the documents necessary to implement the reconsideration results. The employers have been asked to share the information with affected employees and out-of-scope managers as soon as possible.

JOB DESCRIPTIONS AND PAY BAND CHANGES EFFECTIVE OCTOBER 2, 2005.

On October 2, 2005 the revised job descriptions will be used for posting purposes and changes to pay rates for jobs will be implemented.

Note: These job descriptions will replace and supersede the initial job descriptions rolled out in 2003.

BACKPAY WILL BE RECALCULATED AND PAID IN EARLY FEBRUARY, 2006.

Back pay, including lump sum payments, will be recalculated based on the pay band changes announced and will be paid out in early February, 2006.

NEW JOBS (300 SERIES) ARE SUBJECT TO REVIEW

Incumbents in the new jobs created by the reconsideration process (300 series jobs) and their OOS manager are asked to submit information to the project as soon as possible after they receive it, if they have concerns with the job descriptions, the rating or the placement into the jobs (bundling).

QUESTIONS AND ANSWERS

Question: What does it mean if a job is marked “Draft and In-dispute”?

Answer: It means that the job is subject to further review which may result in changes to the job descriptions and ratings.

Question: Might the pay rates for a “Draft and In-dispute” job change as a result of the dispute process?

Answer: Yes.

Reconsideration Results Released

Question: What do I do in the following situations?

- The job description does not adequately describe the majority of the work being done.
- The job has changed at a specific time.
- The job has changed gradually over time since the job descriptions were made effective on May 30, 2004 and the changes are not reflected in the new job description.
- A new job is created.

Answer: Complete a Job Review Request Form (as an individual or as a group) and submit it to your Regional Human Resources Department (or in the case of an affiliate the appropriate OOS Supervisor/Manager). If you are a union member you should send a copy to your local union representative. Always keep a copy for yourself. Include detailed background information explaining your reason for submitting the Job Review Request Form. Copies of the Maintenance Letter of Understanding and flow chart can be found on the project web site at the following address - <http://www.working-for-health.ca/supportjobevaluation/>

Question: What is the role of the Maintenance Committee:

Answer: The Maintenance Committee will deal with specific job review requests mentioned above and they will review 20 to 25% of jobs each year to ensure that the Qualifications, Key Activities and ratings are current and correct.

Question: What is the makeup of the Maintenance Committee:

Answer: 6 union representatives – 2 CUPE, 2 SEIU, 2 SGEU.

6 employer representatives.

At least 50% of the committee members must be women.

Question: When will the Maintenance Committee be formed?

Answer: While no firm date has been set the parties are currently recruiting potential committee members.

Question: How do I get more information regarding the responsibilities of Maintenance Committee members and how do express and interest in becoming a member?

Answer: For information regarding the role of Committee members contact Morley Meyers at 347-5577 or morleym@saho.org.

Answer: To express an interest in becoming a committee member:

- For union members contact your union leadership. Contact Morley Meyers if you need a contact name.
- For OOS managers contact your Regional Human Resources Department or Morley Meyers.

Question: Will training be provided to Maintenance Committee members?

Answer: Yes training will be provided. As well, we expect to appoint some committee members who have had experience in the evaluation or reconsideration phases of the project.

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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Deb at 347-5505 or debbiek@saho.org

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

Regina Qu'Appelle Health Region employees can find the newsletter on the region's intranet in the human resources section.