

# JOB EVALUATION NEWS

ISSUE

6

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

August 2000

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

Call the above numbers any time for a recorded update on the project's progress. You can also leave a message or questions. Your feedback is important to us! Messages will be checked regularly. If we do not get back to you directly, we will answer your questions in future issues of *Job Evaluation News*.

**Visit:** [www.sdh.sk.ca/supportjobevaluation](http://www.sdh.sk.ca/supportjobevaluation)  
for information and news about the project!



## Data Collection Process

1. In early September each work site will be provided with job evaluation packages containing: a covering letter describing the job evaluation process, the Job Fact Sheet, the guidebook, and answers to commonly asked questions.
2. Also in September, a newsletter will be issued advising employees about locations where they can pick up a job evaluation package.
3. Employees may complete their Job Fact Sheet as soon as they pick it up or wait until they attend an information session.
4. Information sessions for employees and supervisors will be held at most work places in early September. Employees will usually be provided the opportunity to attend on paid time during normal work hours.
5. Employees doing the same work in a job at a work site are encouraged to complete a Job Fact Sheet together.
6. As soon as they are completed, Job Fact sheets must be handed in to supervisors/reviewers and no later than October 20, 2000.
7. Supervisors/reviewers cannot make changes to the information provided by the employee/employees on the Job Fact Sheet, however, supervisors/reviewers may add comments to completed sheets, before they sign them off and forward them to the project facilitator by October 31, 2000.

### As an employee, what are my responsibilities for the Job evaluation project?

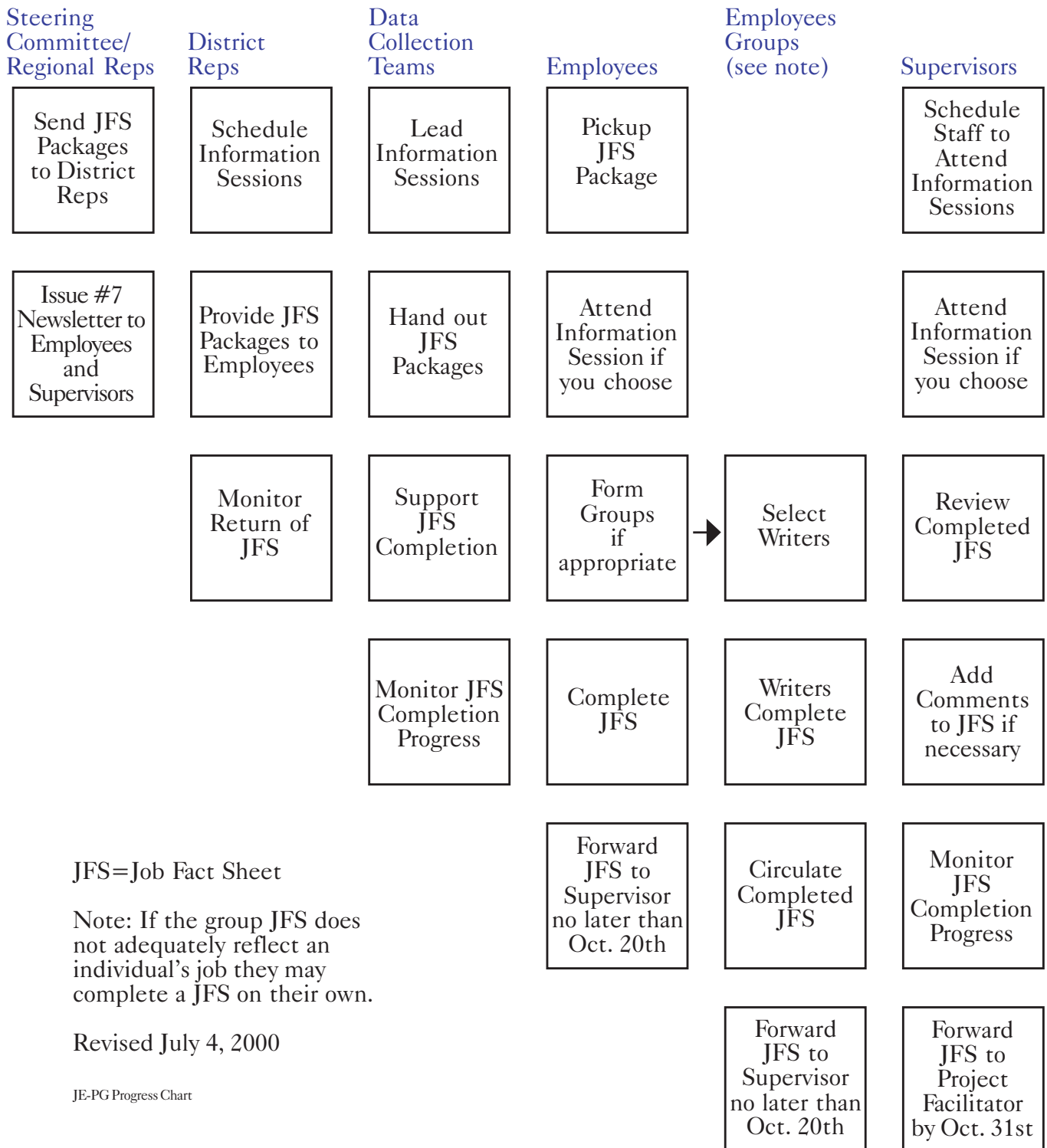
- Learn as much as possible about the project goals and objectives by reading the *Job Evaluation News*, asking questions, and talking to colleagues.
- Keep a diary of your key job activities for at least 2 weeks
- Pick up your job evaluation package early and read it thoroughly.
- Determine if others at your work place do the same job as you and if so, consider forming a group to complete a Job Fact Sheet
- Attend an information session if you choose
- As soon as you complete your Job Fact Sheet, forward it to your supervisor/reviewer. Completed sheets must be submitted by October 20, 2000.

### As a supervisor, what are my responsibilities for the Job evaluation project?

- Know and understand the duties and responsibilities of the jobs that you supervise.
- Work with the data collection team to schedule information sessions for employees.
- Be flexible when finding time for employees to complete Job Fact Sheets and attend information sessions.
- Review completed Job Fact Sheets, adding comments if necessary
- Sign off sheets and forward them to the project facilitator by October 31, 2000.

Evaluating jobs, not performance!

# CUPE, SEIU, SGEU Data Collection Process



JFS=Job Fact Sheet

Note: If the group JFS does not adequately reflect an individual's job they may complete a JFS on their own.

Revised July 4, 2000

JE-PG Progress Chart

## Need more copies of Job Evaluation News?

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](http://www.sdh.sk.ca/supportjobevaluation)**

Regina Health District employees can find the newsletter on the district's intranet in the human resources section.