

JOB EVALUATION NEWS

ISSUE

9

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

December 2000

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

Call for a Project Update or to
leave a message.

Visit: www.sdh.sk.ca/supportjobevaluation
for information and news about the project!



Seasons Greetings and Best Wishes in 2001!

Data Collection Underway

Thank you to all those that participated in the data collection process.

The district representatives and their data collection teams did an excellent job of conducting information meeting and overseeing the data collection process.

Employees and supervisors enthusiastically participated even though it took longer to complete the Job Fact Sheet than we initially indicated.

We have received Job Fact Sheets from almost 10,000 people and they are generally complete and well prepared. They are currently in the hands of the Job Analysis Committee who are reading them and consolidating and bundling those that represent the same jobs.

We are concerned that some Job Fact Sheets have not yet been sent to us. The Job Analysis Committee needs them now. Please, please get them in to us ASAP.

The Job Analysis Committee

CUPE Representative

Jim Carr	Steam Engineer
Heather Cugnet	LPN
Ed Engel	Lab. Tech. II
Brenda Nerlien	Special Care Aide
Rhonda Oneschuk	Health Records Tech.

SEIU Representatives

Deborah Anderson	Operating Room Technician
Shelley Banks	Nursing Assistant
Dean Cox	Accounting Clerk II
Marvin Huber	General Maint. Facilitator
Jo Darrow	LPN

SGEU Representatives

Judy Baumgartner	Dietary Aide
Alec Bouvier	Nurse's Aide
Shaun Skogstad	Housekeeping

Employer Representatives

Irene Bahrey	Admin. Assistant
Deb Barabash	Payroll Officer
Barry Barss	Employment Facilitator
Kathy Coles	Mgr. Nutrition and Food Serv.
Loretta Fischer	Mgr. Client & Patient Info. Serv.
Sarah Pouteaux	Exec. Secretary
Dale Schwartz	Recruitment/Classification Off.
Darrell Shipley	Mgr. Maint. & Energy Services
Linda Smuk	Exec. Secretary
Lori Utley	Coordinator, Org. Hlth & Dev
Helen Weibe	Dir. Housekeeping & Lndry.

Evaluating jobs, not performance!

Role of the Job Analysis Committee

- Receive, read and review all Job Fact Sheets for completeness
- Consolidate and bundle jobs based upon the entire Job Fact Sheet
- Clarify employee and supervisor data
- Research and recommend education, specific training and previous experience to the Job Evaluation Committee
- Accountable to the Steering Committee
- Forward Job Fact Sheets and recommendations to the Job Evaluation Committee

Role of the Job Evaluation Committee

- Rate all jobs
- Test the job evaluation plan using benchmark jobs
- Report results to the Steering Committee
- Accountable to the Steering Committee
- Prepare Job Descriptions

General Guidelines for the Job Analysis Committee and Job Evaluation Committee

- Committee members must identify any conflict of interest issues i.e. they will not participate in any decisions affecting their jobs or a job that they supervise.
- It is not appropriate for any committee member to lobby on behalf of any job
- All decisions are made by consensus.
- When there is a difference of opinion between and employee and supervisor that might affect the evaluation process, clarification will be sought from both parties where necessary.
- All committee work is confidential until the project is complete.

Projected Timelines

- January 22/01 - Job Analysis complete
- January 22/01 - Job Evaluation starts
- July/01 - Results issued to Bargaining Committee and employees
- July/01 - Reconsideration process begins

Note: The Bargaining Committees decides on all matters related to pay.

As an employee or employer, what should I expect from this project?

- That all Job Fact Sheets will be thoroughly read
- That clarification will be sought from employees and supervisors when the data of the Job Fact Sheet is unclear
- That the information obtained from the Job Fact Sheets will be used in an unbiased manner to classify and rate jobs
- That when the job evaluation project is complete, some jobs will increase in value, some will decrease, and the value of many jobs will remain unchanged.
- That nobody's salary will be reduced as a result of this project.

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

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