

JOB EVALUATION NEWS

ISSUE

5

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

July 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
for information and news about the project!



Countdown to Data Collection

Your steering committee is ready to begin data collection. Job Fact Sheets are ready to go to employees along with a guidebook designed to assist you when you fill out your sheet. A complete package including the Job Fact Sheet, guidebook and other information will be available in early fall.

You will have the opportunity to attend an information session. Your attendance is not mandatory but encouraged. The sessions will provide important information about job evaluation and you will have an opportunity to have your questions about the project answered. Session times and locations will be posted at your workplace. If you decide to attend a session ask your supervisor to make arrangements for you.

Once you have completed your Job Fact Sheet, submit it to your out-of-scope supervisor as soon as possible.

Watch for ...

Upcoming issues of Job Evaluation News

- "Filling out your Job Fact Sheet"
- "Getting your Job Evaluation Package"
- "Completing a group Job Fact Sheet"

Your Job Evaluation Package Coming Soon!

Each package will contain: A covering letter, the Job Fact Sheet, a guide book to help you complete your Job Fact Sheet, and answers to common questions about job evaluation.

As an employee, what can I do to prepare for completing my Job Fact Sheet?

1. Start thinking about your job's key activities and responsibilities.
2. Discuss the project with co-workers and consider joining with those that do the same work as you to complete a group fact sheet together.
3. For a period of time, keep a daily diary of your key work activities. This will help you remember important details of your work when you are filling out your Job Fact Sheet.

As a supervisor, how do I prepare for the Job Evaluation Project?

1. An important role you have in the project comes when you review completed Job Fact Sheets. Thinking ahead about the duties and responsibilities of the people that report to you will help you analyze and comment on the completed sheets.
2. Work with the data collection team to schedule information sessions for interested employees.
3. Allow employees enough time to fill out their Job Fact Sheets.

Evaluating jobs, not performance!

District Representatives

Each district has joint union/employer district representatives responsible for data collection from all employer sites including health boards and affiliates. The district representatives are:

Assiniboine - Linda Kezima, Donna Krawetz
Athabasca - Margaret Crellin, Stan Adcock
Battlefords - Bruce Reimer, Barry McGonigle
Central Plains - Kathleen Kolla, Jeanne Elphinstone
East Central - Trent Szabo, Lisa Jones
Gabriel Springs - Claudia Vachon, Carol Ireland
Greenhead - Al Blais, Jim Rickwood
Keewatin Yathe - Carol Gillis, Diania Daigneault
Living Sky - Larry Mitzel, Paula Dupont,
Lloydminster - Tracy Neilson, Rhonda Scheeler
Mamawetan Churchill River - Susan Holland, Garry Schroth
Midwest - Rae Sveinbjornson, Shelly Banks
Moose Jaw/Thunder Creek - Shelly Shannon, Al Chaisson, Yvonne Stratulat
Moose Mountain - Terry Steininger, Shirley Zimmerman
North Central - Patti Dodds, Bonnie Erickson
North-East - Marg Currie, Debbie Yates
North Valley - Alex Horner, Connie Tank
Northwest - Cliff Orriss, Marilyn Goll
Parkland - Audrey Neilson, Laura Beauchesne
Pasquia - Joe Rybinski, Sandra Flegg
Pipestone - Linda Beutler, Dave Federko, Robert Stringer
Prairie West - Tammy Hinks, Marlene Vanthuyne
Prince Albert - Hal Dogniez, Ed Engel
Regina - Dale Schwartz, Sherry Schindel
Rolling Hills - Ranae Perree-Fraser, Kathleen Sorenson
Saskatoon - Karen Newman, Rick Brown
South Central - Dave Stockham, Vicki O'Dell
South Country - Wanda Ogle, Lenore Miller
South East - Shirley Thera, Sherilynne Best
South West - Wendy Thiennes, Shirley Wells
Swift Current - Cathy Cuthbert, Pam Olmsted
Touchwood Qu'Appelle - Ann Barnsley, Joan Mann
Twin Rivers - Theresa Smart, Val Spencer

Job Evaluation: Step-by-Step

Here is an outline of events to help you understand what has been going on with the project, and to let you know what is planned for the coming months.

1. The last collective bargaining agreements between CUPE, SEIU, SGEU and SAHO contained a commitment to institute a job evaluation program.
2. A joint steering committee was created and made up of union and employer members.
3. *A Terms of Reference Agreement* was developed to provide a framework for the job evaluation process and a guide for the committees.
4. The steering committee met with union and management leadership to advise them of the project goals and objectives.
5. *Job Evaluation News* was launched and a toll free phone line and a web site developed.
6. The steering committee developed a job evaluation plan, a Job Fact Sheet and guidebook.
7. Job evaluation packages will be available.
8. Job evaluation information sessions will be held.
9. Job Fact Sheets will be completed and forwarded to out-of-scope supervisors.
10. Supervisors will review each Job Fact Sheet and add any comments. Once all sheets are reviewed, supervisors will pass on the sheets to the project facilitator.
11. Job Fact Sheets will be collected by the facilitator and turned over to the Joint Job Analysis Committee who will bundle and consolidate them.
12. Jobs will be evaluated and rated by the Joint Job Evaluation Committee.
13. The steering committee will recommend weighting and points for the ranking of all jobs.
14. Employees will be given the opportunity to have evaluation results reconsidered.
15. Final results will be sent to the bargaining committees who will negotiate salaries.
16. Employees will be notified of the evaluation results when agreements are reached with the bargaining committees.
17. Job evaluation results will be implemented and salary adjustments phased in.
18. A plan to evaluate new and changed jobs in the future will be determined.
19. Job descriptions will be written.

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.