

JOB EVALUATION NEWS

ISSUE

2

March 2000

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



Equal pay for work of equal value is a principle whereby jobs which are of the same value should be paid the same, even if those jobs are much different from one another. All jobs in an organization are measured against a common set of criteria to identify their relative worth in the organization. These criteria are as follows: skill, effort, responsibility, and working conditions. Jobs which are deemed to be of equal or comparable value should be paid the same rates of pay, regardless of the job title.

Assistance from CUPE National and KPMG

The joint job evaluation project has retained the services of CUPE National and KPMG Consulting to provide advice and guidance on the project plan and on the data collection process. They bring to the project significant job evaluation experience. KPMG played a major role with health care job evaluation projects in Ontario.

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!

Job Fact Sheet drafted

Gathering accurate data on each job is one of the most important and challenging parts of the job evaluation process. At this time, job evaluation criteria are being reviewed and a *Job Fact Sheet* has been drafted for employees and managers to fill out. The fact sheet will be tested with a group of employees before the end of March.

Before being asked to complete these sheets, all employees and supervisors will receive an orientation session.

Work is progressing on the overall project plan, and the target date for completion of all job evaluations across the province will be in 2001. At that stage, the results will be shared with all employees and supervisors, who will then have the opportunity to have the results reconsidered if needed. Once all reconsiderations are completed, the project results will be turned over to the bargaining committees to use when negotiating salaries.

Reconsiderations

Employees and employers who do not agree with the evaluation results for their job or the jobs they supervise will have the opportunity to have the results reconsidered.

A reconsideration will be done if there is new information that has not been considered, or if important information has been overlooked.

The reconsideration process ensures that results are as accurate as possible, and that job evaluations are as fair and thorough as possible.

Evaluating jobs, not performance!

Committee members assigned to health districts/affiliates

The project steering committee has assigned committee members to facilitate communication with employees and employers. Representatives will ensure that the newsletter is distributed, will deliver presentations as required, and will ensure that employees and supervisors receive proper orientation prior to data collection.

Union	Districts	Reps
CUPE	Regina	Stan Adcock, Randy Sokalofsky, Don Zerr
SEIU	Saskatoon	Russ Doell, Lesley Hunter
SEIU	Moose Mountain, Pipestone, Moose Jaw/Thunder Creek, Living Sky	Bob Hurlburt, Cori Pasquet
CUPE	South East, South Central, South Country, Touchwood-Qu'Appelle	Randy Sokalofsky, Arlene Enright
SEIU	Rolling Hills, Southwest, Swift Current, Midwest, Greenhead	Roselyn Colwell, Barbara Wotherspoon, Sheila Pajunen
CUPE	Prairie West, Twin Rivers, Lloydminster, Battlefords, Northwest	Connie Tank, Tammy Hinks
SEIU	North-East	Russ Doell, Tim Hobbins
CUPE	East Central, Assiniboine Valley, Pasquia	Cherise Husulak, Tim Hobbins
CUPE	North Valley	Cherise Husulak, Lesley Hunter
SGEU	North Central, Keewatin Yathé, Mamawetan, Churchill River	Mona Laurans, Bonnie Erickson, Mike Finney
CUPE	Prince Albert, Gabriel Springs, Central Plains, Parklands, Athabasca	Stan Adcock, Margaret Crellin

Presentations around the province

The project steering committee is arranging presentations around the province to both union and employer leadership to explain the Joint Job Evaluation Project and answer questions. The presentation material is also available on video at no cost through the regional representatives listed above.

What to expect from the Joint Job Evaluation Project:

- Each employee will have the opportunity to provide information about their job, either by completing a Job Fact Sheet on their own or with a group of fellow employees who do the same job.
- Each supervisor will have the opportunity to review the Job Fact Sheets for jobs they supervise. They can make written comments, but will not have the right to change information on a Job Fact Sheet prepared by any of their staff.
- The job evaluation project is a fair and open process that evaluates jobs in a gender neutral manner consistent with the principles of "Equal Pay for Work of Equal Value."
- If you do not agree with the evaluation results for your job or jobs you supervise, you will have the opportunity to have the results reconsidered (*see Reconsideration of Results article this issue*)
- The job evaluation project will provide a provincial process that can be used to evaluate new and changed jobs in the future.
- Everyone can expect a set of job specifications that will be consistent across the province's health sector.

What not to expect from the Joint Job Evaluation Project:

- Job evaluation does not mean an automatic wage increase for all employees. Salary adjustments will be made only to those jobs requiring a pay equity or internal equity adjustment.
- The process will not reward good performance nor penalize poor performance. *We are evaluating the value of the tasks performed in the job, not the person doing the job.*
- Our jobs are not evaluated in relation to jobs in other provinces or in other sectors in Saskatchewan. Comparisons will be made within the context of jobs in the Saskatchewan health sector only.

Need more copies of Job Evaluation News?

If you would like more copies of *Job Evaluation News*, or if there have been difficulties with distribution at your workplace, please leave a message on the Info-Line number at 1-877-855-3240 or in Regina at 525-4174.

Or try the internet...

Issues of *Job Evaluation News* are available as PDF files at www.sdh.sk.ca/support/jobevaluation