

JOB EVALUATION NEWS

ISSUE 3
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The newsletter of the CUPE-SEIU-SGEU-SAHO Joint Job Evaluation Steering Committee



Gender neutrality ensures that conditions exist in the work place where skills are equally valued, allowing both sexes to have the importance of their jobs recognized and fairly compensated. The value of many typically female dominated jobs has traditionally been overlooked in wage-setting processes. Manual dexterity, the hazards of working with the sick, and the stresses of dealing constantly with the public are examples of skills once ignored in compensation systems and job evaluation plans.

Work continues on developing the Job Fact Sheet

The Joint Job Evaluation Steering Committee has been busy developing the Job Fact Sheet. Designed as a questionnaire, the Job Fact Sheet will ask you for information about your job based on the following:

- a job summary
- key work activities or responsibilities
- education and specific training
- experience
- decision making
- independent judgement
- working relationships
- impact of action
- leadership and/or supervision
- physical demands
- sensory demands
- working conditions

On March 22 and 23, a focus group of 24 union and 11 management employees tested a draft of the Job

Fact Sheet for clarity. The group provided valuable insights as to what should change and what should stay the same in the document. At the end of the meeting, one of the union members, with the vocal support of the entire focus group, complemented the steering committee on the good job they did developing the Job Fact Sheet. The work of the focus group is greatly appreciated.

Once the Job Fact Sheets have been collected from employees and employee groups and comments from supervisors have been made, the evaluation team will begin its work. Each job will be evaluated against the criteria of skill, effort, responsibility, and working conditions, and numerical values will be assigned accordingly. Once the figures are compiled, a numerical value will be assigned for each job. All jobs with the same or similar numerical value will be placed in the same pay band. A key task of your Job Evaluation Committee is to ensure that the entire process is gender neutral.

Welcome CUPE National and KPMG Consulting



Bob Curry



JoAnn Collett

The CUPE, SEIU, SGEU, SAHO Job Evaluation Project is one of the largest of its kind in Canada to date. It involves over 22,000 employees in 1,000 classifications with 67 employers in 32 health districts. To help with the job evaluation process, the Joint Job Evaluation Steering Committee has retained two consultants: CUPE National Representative JoAnn Collett, and Bob Curry from KPMG Consulting.

JoAnn and Bob have extensive experience with job evaluation projects in Ontario, Manitoba and Saskatchewan. Their experience will help us to

continued over

Evaluating jobs, not performance!

Welcome CUPE National and KPMG Consulting cont'd

avoid pitfalls that we might not recognize without their assistance. They have played a lead role in helping us develop the Job Fact Sheet.

Throughout the evaluation process, they will play a valuable role in providing us the assurance that our plan is gender neutral, both in design and application.

Project Implementation

Following completion of the job evaluation plan development, and the evaluation and tentative allocation of jobs, the unions and SAHO will negotiate a wage structure. Once implementation costs are determined, the unions and SAHO shall further negotiate the amount of any equity adjustments and how those adjustments will be phased in, allocated, and distributed to employees. Equity adjustments shall be a minimum of 1% of straight-time payroll per fiscal year for the affected groups during the phase-in period. The effective date for implementing the job evaluation plan shall be April, 2001.



When will orientation sessions begin?

Employee/supervisor orientation sessions are expected to begin this fall. Job Fact Sheets will be provided to all employees at that time.

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!

COMMITTEE MEMBERS

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

If you wish to contact any of the committee members, please leave a message on the JE Info Line, in the comments section of the web site.

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.

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.

Thanks for the Help!

Circulation of the Job Evaluation News is critical to the success of this project. Thanks to all who continue to help us with newsletter distribution.