

JOB EVALUATION NEWS

ISSUE

7

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

September 2000

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

Until September 18th call the above numbers for a recorded project update. After September 18th call the above numbers for help completing the Job Evaluation Fact Sheet.

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



Time to pick up a Job Evaluation package

Job Fact Sheet packages will be available on September 1, 2000. Contact your data collection team or ask your supervisor or union representative where you can get yours. **Please read the package thoroughly before you begin filling out the Job Fact Sheet.** The package contains a letter, a blank Job Fact Sheet, a guidebook and a summary of questions and answers. You can complete the Job Fact Sheet now or wait until you attend an Information session in September. Job Fact Sheets will also be available at the Information sessions.

Check your workplace for a notification of Information Session times and places.

Group Job Fact Sheet Completion

If you are in a job with others that do the same work please consider completing a fact sheet together as a group.

How do we form a group to complete a Job Fact Sheet?

1. Talk with the other employees who are doing the same job as you.
2. Select one or more people (writer(s)) to fill out the Job Fact Sheet on behalf of the group. One of these people will become the contact person named on the Job Fact Sheet. The contact person's name should appear in Section 2 of the Job Fact Sheet
3. The writer(s) will prepare a draft Job Fact Sheet and share it with the rest of the group.
4. The writers will finalize the Job Fact Sheet, keep a copy for their record and send the original to the supervisor(s). In some cases, where multiple supervisors exist, a designated reviewer may receive and review the finalized Job Fact Sheet.
5. Once the Job Fact Sheet is completed by the groups individuals who feel the information does not reflect their job can prepare an Job Fact Sheet on their own.

6. The supervisor(s) will review the Job Fact Sheet, add comments, if necessary, and sign off. The original of the Job Fact Sheet is sent to the Joint Job Evaluation Facilitator and a copy kept for record purposes
7. The supervisor/reviewer will make copies of Section 18 for individuals or groups.

Individual Job Fact Sheet Completion

1. After the Job Fact Sheet is complete a file copy should be made for your record and the original forwarded to the immediate out-of-scope supervisor. In some cases, where multiple supervisors exist, a designated Reviewer will receive and review the finalized Job Fact Sheet
2. The supervisor/reviewer reviews the Job Fact Sheet and provides any additional comments in the designated review section. Supervisors/reviewers sign and forward one copy of the Job Fact Sheet to the Joint Job Evaluation Facilitator and keeps one for their records. A copy of the comment section is provided to the employee.

Evaluating jobs, not performance!

The Job Evaluation process

Your Job Evaluation Steering Committee has produced a Job Fact Sheet to be completed by the persons most familiar with the jobs – those presently doing the work and their immediate supervisor.

➤ Why are we asking you to do this?

It's an opportunity for you to take an active role in describing your job as it currently exists. The information you provide in the Job Fact Sheet will help the Analysis and Evaluation Committees understand your job, combine jobs with similar duties and responsibilities and evaluate them. The end result will be gender neutral work place with fair compensation practices based on pay equity and internal equity.

➤ Who is being asked to participate?

All CUPE, SEIU and SGEU employees are being asked to complete Job Fact Sheets. Supervisors are being asked to review and comment on the completed Job Fact Sheets.

➤ How will you do it?

Pick up a Job Evaluation package. Attend an Information session. Talk to co-workers. Together you can help each other understand and interpret questions to provide full answers. If appropriate you may wish to complete a Job Fact Sheet jointly with others who perform the same job.

➤ What do we need?

A "snapshot" that captures your **present** duties. It must be an accurate, thorough account of the duties and responsibilities of your job.

➤ When are the Job Fact Sheets due?

Completed Job Fact Sheets are to be submitted to your supervisor as soon as possible but no later than October 20th. Supervisors will send the Job Fact Sheets to the Joint Job Evaluation Facilitator no later than October 31st.

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.

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 Job Fact Sheet.
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. Be flexible and accommodating in allowing enough time for employees and groups to complete their Job Fact Sheets.
4. Start reviewing the job fact sheets as soon as they are submitted to you. If you don't you may run out of time.

Where can I get help if I need it?

- ◆ Read the guidebook closely
- ◆ Talk to your fellow employees
- ◆ Contact the data collection team for your district/ workplace
- ◆ Contact your district representatives
- ◆ Call 1-877-855-3240 (in Regina call 525-4174)
- ◆ Talk to your supervisor or union representative

**Thank you for your cooperation.
With your help this will be a
successful project.**