

# JOB EVALUATION NEWS

**ISSUE 4** The newsletter of the CUPE-SEIU-SGEU-SAHO Joint Job Evaluation Steering Committee

May 2000



**Job Evaluation** is a systematic procedure for determining the relative worth or value of jobs within an organization (i.e. internal equity.) Jobs are evaluated according to such comparable factors as the skill, effort, responsibility, and working conditions associated with the job. The joint job evaluation project is unique in that it is applying the principle of job evaluation to the entire provincial health sector.

## Answers to Questions About . . .

### . . . The Joint Job Evaluation Process

**Q: Is Joint Job Evaluation just a way of eliminating jobs?**

A: Not at all. This project cannot be used to determine that some jobs are not needed.

**Q: How are appeals handled? Who will be handling them?**

A: Employees and supervisors will be able to have evaluation results reconsidered, however, the appeal procedure has yet to be established.

**Q: Are we using the existing Cooperative Wage Study to evaluate jobs?**

A: No. We have developed a new plan that specifically addresses the needs of CUPE, SEIU, SGEU and the Saskatchewan health sector.

**Q: Will the salaries of the other health care unions (who are, together with SAHO, developing their own job evaluation plans) be considered when developing a new wage structure resulting from CUPE, SEIU, SGEU, SAHO job evaluation plan.**

A: Yes. SAHO must demonstrate that the separate job evaluation plans achieve equal pay for work of equal value throughout the health care sector. To do this, salaries in other health care unions will be considered.

**Q: Will the Job Evaluation Project be preparing health sector job descriptions that can be used province-wide?**

A: Yes.

### . . . The Job Fact Sheet

**Q: Can my supervisor change my Job Fact Sheet?**

A: No. Your supervisor will add comments to your Job Fact Sheet, but will not be able to change your answers.

**Q: As a supervisor, do I have to comment on all completed Job Fact Sheets for staff that report to me?**

A: Yes, supervisors are expected to comment on all completed Job Fact Sheets.

**Q: Does every employee complete a Job Fact Sheet, or can we get together and fill it out as a group?**

A: Employees whose duties are substantially the same are encouraged to fill out Job Fact Sheets as a group. Employees whose duties are substantially different should fill out their own Job Fact Sheet.

**Q: What if my job duties are different than another employee whose job title is the same? Do we fill out a Job Fact Sheet together, or do I fill out a Job Fact Sheet on my own?**

A: Because you perform different duties in your jobs, you are encouraged to fill out your own Job Fact Sheet, even though the title of your jobs is the same.

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Evaluating jobs, not performance!

**Q: Why are employees with similar job duties asked to fill out a Job Fact Sheet together?**

A: The more people involved in describing the job, the more accurate the information will be. Everyone in the group will work together: what one misses another will remember.

**... Issues Regarding Pay**

**Q: My job has always been paid more than job XYZ. Will this stay the same?**

A: Not necessarily. The pay relationship between jobs may change as a result of job evaluation.

**Q: I'm due to retire before April 1, 2001. Will I get retroactive pay?**

A: No. Pay adjustments will be effective no sooner than April 1, 2001.

**Q: When can I expect my pay increase?**

A: Only those jobs requiring an equity adjustment will receive a pay increase. Equity adjustments will be phased in beginning April 1, 2001.

**Q: Who determines the new wage rates?**

A: The bargaining committees will negotiate wage rates once the steering committees put forward recommendations about which jobs should be grouped together in the same pay band.

**Q: What if the value of my job goes down? Will this mean a reduction in pay?**

A: No employee's salaries will be reduced.

**Q: My position is paid more in other sectors, provinces, etc. Will I finally get paid the same as they do?**

A: Only Saskatchewan health sector jobs will be used as reference when jobs are evaluated.

**... Job Qualifications**

**Q: Am I finally going to get paid for my degree, even though my job doesn't require one?**

A: Only the qualifications necessary for the job will be considered in the evaluation process. The qualifications of the employee will not influence the evaluation of the their job.

**Q: Who decides what qualifications are needed for my job?**

A: You and your supervisor will be asked to comment on the qualifications needed for your job. Your comments, along with other information obtained by the evaluation team will be used to establish minimum qualifications for all health sector jobs.

**Preparation for Data Collection Begins**

District union/management data collection teams are being organized and will begin training in June. The teams will conduct orientation sessions for employees and supervisors participating in job evaluation as well as manage data collection.

Your steering committee, with the help of CUPE National and KPMG Consulting, is putting the finishing touches on the Job Evaluation Plan and the Job Fact Sheet to be completed by CUPE, SEIU, and SGEU employees. Data collection will start in the fall.

**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](http://www.sdh.sk.ca/supportjobevaluation)  
for information and news about the project!**

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.

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**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.**