

Three Party Review Process Checklist

Memorandum of Settlement III. A JJEMC Assistant and Three Party Review

Roles: The following checklist will prepare participants for a productive session.

Role	Before Meeting	During Meeting	After Meeting
JE Assistant	<ol style="list-style-type: none"> 1. Maintenance File request received by email (or mail). 2. Review file for completeness and ensures that all required documentation is included. 3. File # is communicated to both the Employer Contact and the Local Union Contact. 4. Provide available dates for a Three Party Review Meeting. 5. Once a date is agreed to, an email goes out to the parties organizing a meeting (typically a conference call). 6. Conduct research to determine if an existing job description or job rating can be applied to the New Job request or Changed Job (Reclassification) request. 	<ol style="list-style-type: none"> 1. Have a copy of the Maintenance File documents for review. 2. Put forward questions for clarification. 3. Facilitate or provide clarification for any questions the parties may have. 	<ol style="list-style-type: none"> 1. Meeting notes are emailed to the parties. 2. If no further clarification required, a decision is provided. 3. New Job Agreement Decision: <ol style="list-style-type: none"> a) Draft Job Description emailed to the parties for feedback. b) Once Draft Job Description finalized, an interim rating/pay band is provided. c) The Draft Job # and interim rating/pay band is communicated to 3sHealth Payroll and implemented into the payroll system. d) Draft Job Description with interim rating/pay band can then be utilized by the employer that submitted the maintenance request. e) Maintenance File sent to the JJEMC to finalize the rating and all Provincial Documents for the Provincial Job Description. 4. Changed Job (Reclassification) Agreement Decision: <ol style="list-style-type: none"> a) Letters mailed to the parties with decision. b) Decision implemented by the employer. c) Maintenance File/Decision FYI forwarded to the JJEMC. 5. No Agreement – Rationale is provided & File is forwarded to the JJEMC to review and provide a decision.
Employer HR Dep't	<ol style="list-style-type: none"> 1. Forward organizational chart for Department. 2. Forward brief explanation of what evolved or what changes have occurred in the department/organization that have resulted in the request for either a New Job request or Changed Job (Reclassification). 3. Review information within the Maintenance File with the Out-of-Scope Supervisor to ensure that changes to the Job or a request for a New Job is understood. 4. Review Provincial Documents (<i>Provincial Job Description, Provincial Job Fact Sheet</i> and the <i>Provincial Rating Rationale</i>) for both the current job as well as the requested job and have copies available for discussion and review. 	<ol style="list-style-type: none"> 1. Have a copy of the Maintenance File documents for review. 2. If HR Contact wishes, they may ask the OOS contact (that is noted on the submission) to participate in the conference call. 	<ol style="list-style-type: none"> 1. Notes from meeting are reviewed. 2. If no further clarification required a decision is provided. 3. New Job/ Changed Job Agreement: See #3 and #4 above in JE Assistant portion. 4. No Agreement – Rationale is provided & File is forwarded to the JJEMC to review and provide a decision.
Local Union	<ol style="list-style-type: none"> 1. Review information within the Maintenance File with the Employee(s) to ensure an understanding of the changes to the job. 2. Review Provincial Documents for the current job as well as the requested job and have copies available for discussion and review. (<i>Provincial Job Description, Provincial Job Fact Sheet</i> and the <i>Provincial Rating Rationale</i>) 	<ol style="list-style-type: none"> 1. Have a copy of the Maintenance File documents for review. 2. If Union Contact wishes, they may ask the employee contact (that is noted on the submission) to participate in the conference call. 	<ol style="list-style-type: none"> 1. Notes from meeting are reviewed. 2. If no further clarification required a decision is provided. 3. New Job/ Changed Job Agreement: See #3 and #4 above in JE Assistant portion. 4. No Agreement – Rationale is provided & File is forwarded to the JJEMC to review and provide a decision.