

Three Party Review Process Checklist

Pharmacy Technicians Memorandum of Settlement Re: Joint Job Evaluation Maintenance Plan – III. A. JJEMC Assistant and Three Party Review

Role	Before Meeting	During Meeting	After Meeting
JJEMC Assistant	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 Human Resources Department 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 Webex meeting). 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.	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.	1. Meeting notes are emailed to the parties. 2. If no further clarification required, a decision and rationale is provided. 3. New Job Agreement Decision: a) 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: 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 – File is forwarded to the JJEMC to review and provide a decision.
Human Resources Department	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</i>, <i>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.	1. Have a copy of the Maintenance File documents for review. 2. If the Human Resources Department contact wishes, they may ask the Out-of-Scope Supervisor contact (that is noted on the submission) to participate in the Webex meeting. As this is a joint process, to maintain fairness if either the Out of Scope Supervisor or Employee will be in attendance, both the Employee and Out of Scope Supervisor must be in attendance	1. Notes from meeting are reviewed. 2. If no further clarification required a decision and rationale is provided. 3. New Job/Changed Job Agreement: See #3 above 4. No Agreement – File is forwarded to the JJEMC to review and provide a decision.
Local Union	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</i>, <i>Provincial Job Fact Sheet</i> and the <i>Provincial Rating Rationale</i>)	1. Have a copy of the Maintenance File documents for review. 2. If the Local Union contact wishes, they may ask the employee contact (that is noted on the submission) to participate in the Webex meeting.	1. Notes from meeting are reviewed. 2. If no further clarification required a decision and rationale is provided. 3. New Job/Changed Job Agreement: See #3 above in JJEMC Assistant portion. 4. No Agreement – File is forwarded to the JJEMC to review and provide a decision.