

**MEMORANDUM OF AGREEMENT**

BETWEEN

**SEIU-WEST, CANADIAN UNION OF PUBLIC EMPLOYEES and SASKATCHEWAN GOVERNMENT AND  
GENERAL EMPLOYEES' UNION**

UNIONS

- and -

**SASKATCHEWAN ASSOCIATION OF HEALTH ORGANIZATIONS INC.**

REPRESENTATIVE EMPLOYER ORGANIZATION

-and-

**SASKATCHEWAN HEALTH AUTHORITY**

EMPLOYER

**RE: JOINT JOB EVALUATION MAINTENANCE PLAN- EDUCATION FACTOR**

*Preamble*

It is agreed between the Parties that this Settlement shall work in concert with the provisions of the Collective Agreements. Where this Settlement is silent, the Collective Agreements shall govern. In case of discrepancies between this Settlement and the Collective Agreements and in the absence of specific provisions in this Settlement, the terms and conditions of the Collective Agreements will govern.

This Memorandum of Agreement is the result of the ongoing discussions between the parties regarding the review of the education factor within the Provider Group Joint Job Evaluation Plan (JJE). It is intended to address the issues created by educational institutions that have decreased the hours of certain programs to the point where the education rating for some JJE job classifications (or entire job family(s)) has changed when provincial reviews were held.

Notwithstanding the processes set out in the "Memorandum of Settlement Re: Joint Job Evaluation Maintenance Plan – IV A) Review of Provincial Job Descriptions, and B) Education Changes", the process for determining the results of an education factor review shall be as follows.

- 1) The JJE Maintenance Committee (JJEMC) Assistant becomes aware of a pending change to the educational factor (including licensing, certification(s) and credentials for an existing JJE Job classification/Job Family), or a pending change is determined prior to or during the provincial review

process. The provincial review process for the affected job classification/job family will be suspended until the processes set out in bullets 2, 3 and 4 are completed.

- 2) The JJEMC Assistant verifies the course hours and calculates if the change may impact the education rating for job classification/job family(s) affected (positively or negatively) and subsequently, the potential effect on the pay band in which those job classifications are currently placed.
- 3) The JJEMC Assistant advises the Committee of the Parties (COPS) if the rating and pay band may be impacted and provides the complete education package including licensing/certification/credentialing information, qualifications, provincial Job Fact Sheets and materials to determine key work activities, knowledge, skills and abilities for jobs affected.
- 4) COPS reviews the information provided and determines if the provided information is sufficient and if a provincial review is warranted. If the key work activities, duties, responsibilities and/or qualifications have not changed, COPS will advise the JJEMC Assistant that the Education rating will not change. The education rating will remain at or revert to status quo until such time COPS advises otherwise. If the key work activities, duties, responsibilities and/or qualifications of the total job classification have changed sufficiently, COPS would advise the JJEMC Assistant to schedule a provincial review for each provincial job classification affected. The JJEMC Assistant shall be deemed to have completed the "Education Review", through the direction received by COPS. The JJEMC will not need to rate the Education factor. The JJEMC will apply the terms of the plan to review and rate all other factors.
- 5) To define sufficient change, the impact of the change in education hours would need to impact one or more of the other nine factors of the plan. For example, the addition of medication administration to the LPN Program increased the hours of the Education factor but would also have changed their Impact of Action factor due to the importance of ensuring medication is administered correctly. Same could be said for the Pharmacy Technician as the new licensing qualification added a .5 to Education but also changed Impact of Action factor as well.
- 6) If COPS is unable to agree on whether or not sufficient change has occurred (to skills and qualifications), the file would be sent to a third party in accordance with the dispute resolution provisions in the collective agreements. The following information would be made available to the third party:
  - o Copy of Provincial Job Fact Sheet at time of Education change.
  - o Complete Education package prepared by JJEMC Assistant including licensing/certification/credentialing information, qualifications, provincial Job Fact Sheets and materials to determine key work activities, knowledge, skills and abilities
  - o Summary of the current education program and summary of changes that have occurred to the education program, from the educational institution.
  - o Summary of the current licensing/certification/credentials requirements and summary of changes that have occurred, from the licensing/certifying/credentialing body(s).
  - o Minutes of COPS meeting where file was discussed.
  - o Copy of this Memorandum of Agreement.
  - o Copies of all correspondence related to the education factor review.
  - o Submissions by opposing parties stating their position with reference to the information provided above.

- o Additional documentation as requested by the third party. Additional information obtained by the third party must be disclosed to COPs.

The third party would be asked to review the information provided and to determine if the change in education would sufficiently affect the key work activities, duties, responsibilities and/or qualifications (basically a yes or no answer) and to provide a written decision.

For provincial jobs that are currently in the Provincial Review queue, the process identified above would apply. Changes to factors other than education would be applied, as would the corresponding change to the pay band.

With respect to job classifications that had provincial reviews and are listed in Appendix "A" of the Letter of Understanding Re: Joint Job Evaluation Plan Review, COP's would review these classifications based on the above. As well, any job classifications in Appendix "A" that have not had a provincial review completed will be reviewed applying the language above.

If sufficient change has occurred, new ratings would be applied, pay bands changed, and incumbents would be paid according to the respective articles in their Collective Agreements (e.g. SEIU 11.01 (h).)

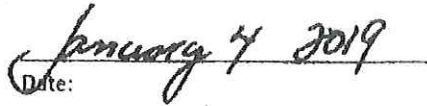
If sufficient change has not occurred, education ratings would remain at or revert to status quo and the incumbents would continue to be paid wages, including market adjustments and market supplements, in accordance with schedules set out in the current Collective Bargaining Agreements.


In some cases, the JJEMC may have adjusted experience to ensure the right skill mix still existed. The JJEMC Assistant should review those files to ensure that factor reverts back to previous evaluation if education levels are restored.

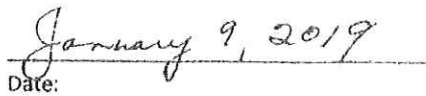
Newly created job classifications impacted by the education review would utilize the same education rating as job classifications currently in the system.

Signed on behalf of:

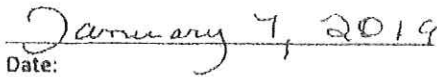
  
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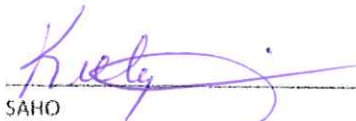
  
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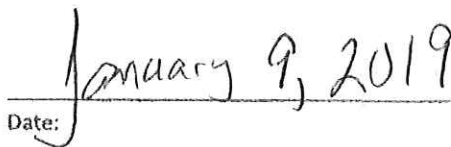
  
CUPE

  
Date:

  
SAHO

  
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