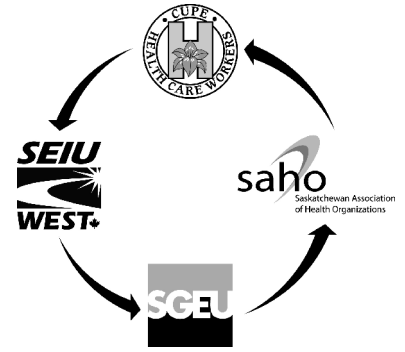


# JOB EVALUATION NEWS



ISSUE  
**23**

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

January 2010

## 300-Series Jobs

- ◆ The JJEMC will be looking at the 300-series jobs beginning in April, 2010. **March 31, 2010 is the deadline** to provide comments/amendments to your job.
- ◆ We are asking for up-to-date information as these jobs are still draft.
- ◆ A Job Review Request Form, new jointly completed Job Fact Sheet, and a jointly amended Job Description will need to be completed. Please keep a copy for yourself and send the completed (both employee(s) and OOS Supervisor comments) original to your Human Resources department (for an affiliate or Extendicare, please submit to your Human Resources contact/Administrator). The Human Resources Representative or Facility Administrator should ensure that all documents have been completed jointly before forwarding to the JJEMC. Incomplete documents will be returned for completion. **Documents will not be forwarded to the JJEMC until they are complete.**
- ◆ For anybody who has already provided a Maintenance request, your information is already on file and will be reviewed, but you can still provide additional up-to-date information if you wish.
- ◆ The JJEMC will review Education (hours) and Experience as part of the review on all 300-series jobs.
- ◆ We are asking Human Resources Representatives and Union Representatives to ensure OOS Supervisors/employees are aware of the JJEMC's review of the 300-series jobs (e.g., post on bulletin boards, intranet, internal meeting).
- ◆ The JRRF has addresses for HR departments.

## Welcome to New JJEMC Co-Chair

- ◆ The JJEMC welcomes Brad Dale, CUPE National Representative. Brad joined the Maintenance process in September. Brad has been involved with various/numerous programs across Canada including Western Canada.
- ◆ Brad is based out of Ottawa, ON.

MAINTENANCE COMMITTEE (JJEMC)

# Provincial Review Process

- ◆ The JJEMC is ready to begin conducting Provincial Reviews as per the Maintenance Letter of Understanding.
- ◆ The purpose of conducting a Provincial Review is to gather information provincially to see if the Provincial Job Description and Provincial Job Fact Sheet are still reflective of the job.
- ◆ The focus is on any additions/deletions to the duties listed on the Provincial Job Descriptions.
- ◆ The JJEMC will review Education (hours) and Experience as part of the Provincial Review process.
- ◆ We will be requesting Human Resources Representatives and Facility Administrators provide Provincial Review packages to the OOS Supervisors requesting that they provide it to all full-time and part-time employees for their review to ensure the Provincial Job Fact Sheet and Provincial Job Description represents the job.
- ◆ Provincial Review packages will contain the following documents:
  - Employee/OOS Supervisor cover letter
  - A Provincial Job Fact Sheet and Provincial Job Description
  - Provincial Review Instructions
  - A blank Joint Job Evaluation Provincial Review Process form.
- ◆ Human Resources Representatives and Facility Administrators (c Union Representatives) will be notified in advance as to which classification(s) the JJEMC will be conducting a Provincial Review for. They will be asked to respond if they have any employees in that particular classification working in their Health Region/Facility(ies). Provincial Review packages will only be sent to Regions/Facility(ies) who currently employ this classification.
- ◆ Employee(s)/OOS Supervisor will each have thirty (30) calendar days to complete the documentation. To be considered, all documents must be completed with both Employee(s) and OOS Supervisor comments before being submitted to your Human Resources Representative within your Region. Affiliates and Extencicare should provide completed documentation to the Facility Administrator.
- ◆ The JJEMC ***will only consider submissions received by the deadline.***
- ◆ The JJEMC will review all information and forward recommended changes made to the job description to the Committee of the Parties (COPs). The COPs must approve changes to any Provincial Job Descriptions.
- ◆ The JJEMC will finalize all documents and rate the job.
- ◆ The finalized Provincial Job Fact Sheet, Provincial Job Description, and Provincial Rating Rationale documents for Provincial Jobs **will be communicated to Human Resources Representatives, Facility Administrators and Union Representatives** to provide to Employees and OOS Supervisors and will also be available on the JJE website.

## Progress to Date – as of December 31, 2009

- ◆ The JJEMC first met on May 24 to 26, 2006 and have had a total of 38 meetings.
- ◆ The JJEMC has received and closed the following files:
  - 2004 – received 84 files and closed 76 files
    - 2004 files comprise requests that missed the deadline for Reconsideration.
  - 2005 – received 276 files and closed 195 files
  - 2006 – received 103 files and closed 54 files
  - 2007 – received 67 files and closed 23 files
  - 2008 – received 48 files and closed 8 files
  - 2009 – received 67 files and closed 2 files

	<u>Progress as of Aug 31/09</u>	<u>Progress as of Dec 31/09</u>
<b>Total number of files:</b>	631	656
<b>Total number closed:</b>	358	402
<b>Total number pending:</b>	273	254

- ◆ A number of pending files have been reviewed and are waiting for additional information.
- ◆ We have received four requests for new jobs in this time period.
- ◆ To date, 11 new jobs have been rated by the JJEMC and are available on the Provider Group-Job Evaluation website.

## JJEMC Processes

- ◆ As with the previous committees, the JJEMC must reach consensus on all decisions made.
- ◆ Confidentiality is required and is absolutely essential. Written notification of decisions made will be forwarded to all affected parties at the same time.
- ◆ The JJEMC requires jointly-completed (employee and OOS supervisor) documentation. Documentation required is outlined on the Job Review Request Form.

### **SEIUWEST members may call:**

1-888-999-7348

### **CUPE members may call:**

Regional Office 1-306-525-5874

Local 3967 (757-7925)

Local 4777 (922-0600)

Local 4980 (783-1396)

Local 5111 (445-6433)

Local 5999 (842-1559)

### **SGEU members may call:**

Prince Albert 1-800-667-9355

### ***www.working-for-health.ca/ supportjobevaluation***

Employees can find the newsletter on the following regions' intranet, in the human resources section.

- ◆ Heartland Health Region
- ◆ Regina Qu'Appelle Health Region
- ◆ Saskatoon Health Region
- ◆ Sunrise Health Region