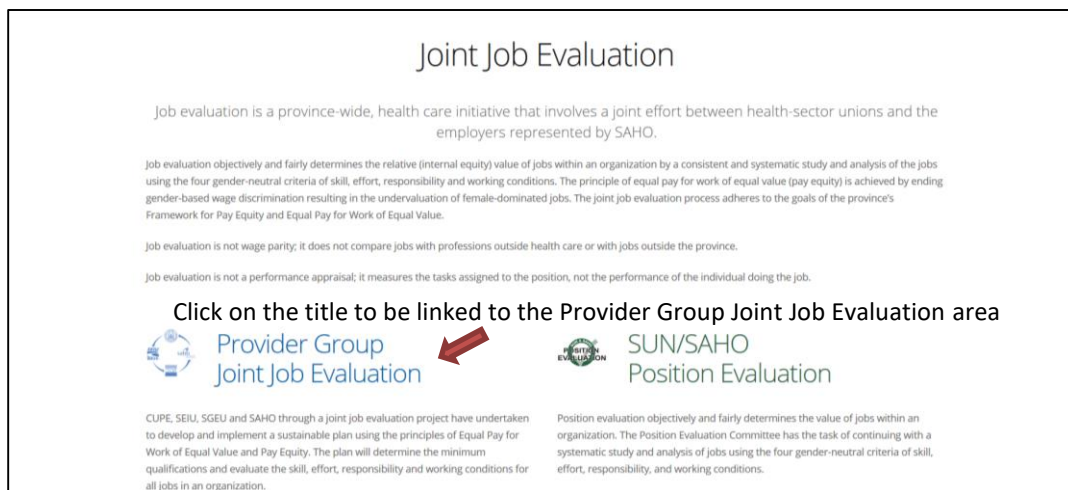


Instructions for Employees

I. How to Submit a Maintenance Review Request

- 1) Go to www.working-for-health.ca and click on 'Provider Group Joint Job Evaluation'



Joint Job Evaluation


Job evaluation is a province-wide, health care initiative that involves a joint effort between health-sector unions and the employers represented by SAHO.

Job evaluation objectively and fairly determines the relative (internal equity) value of jobs within an organization by a consistent and systematic study and analysis of the jobs using the four gender-neutral criteria of skill, effort, responsibility and working conditions. The principle of equal pay for work of equal value (pay equity) is achieved by ending gender-based wage discrimination resulting in the undervaluation of female-dominated jobs. The joint job evaluation process adheres to the goals of the province's Framework for Pay Equity and Equal Pay for Work of Equal Value.

Job evaluation is not wage parity; it does not compare jobs with professions outside health care or with jobs outside the province.

Job evaluation is not a performance appraisal; it measures the tasks assigned to the position, not the performance of the individual doing the job.

Click on the title to be linked to the Provider Group Joint Job Evaluation area



Provider Group
Joint Job Evaluation

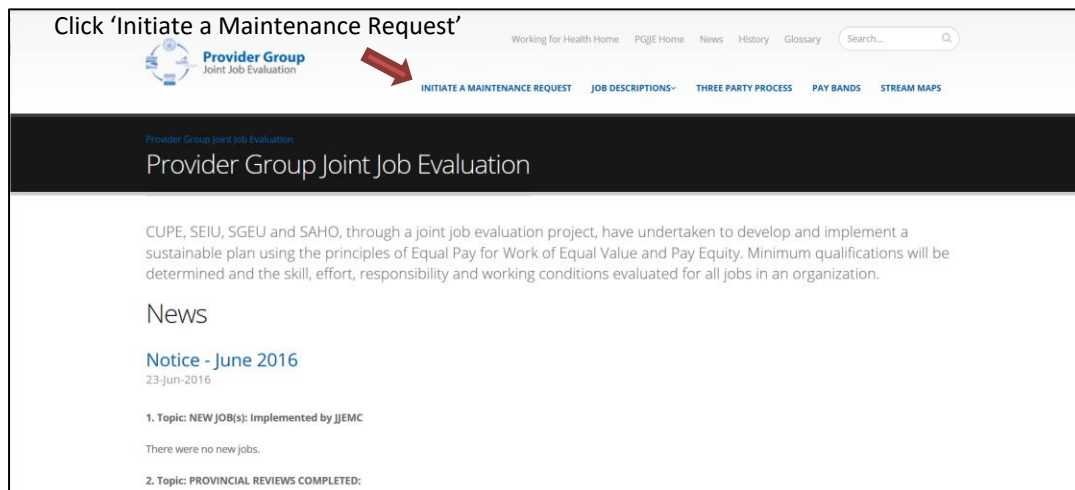
CUPE, SEIU, SGEU and SAHO through a joint job evaluation project have undertaken to develop and implement a sustainable plan using the principles of Equal Pay for Work of Equal Value and Pay Equity. The plan will determine the minimum qualifications and evaluate the skill, effort, responsibility and working conditions for all jobs in an organization.



SUN/SAHO
Position Evaluation

Position evaluation objectively and fairly determines the value of jobs within an organization. The Position Evaluation Committee has the task of continuing with a systematic study and analysis of jobs using the four gender-neutral criteria of skill, effort, responsibility, and working conditions.

- 2) Click on 'Initiate a Maintenance Request' to be taken to the first step in the process.



Click 'Initiate a Maintenance Request'

Working for Health Home PGJE Home News History Glossary Search...

INITIATE A MAINTENANCE REQUEST JOB DESCRIPTIONS THREE PARTY PROCESS PAY BANDS STREAM MAPS

Provider Group Joint Job Evaluation

CUPE, SEIU, SGEU and SAHO, through a joint job evaluation project, have undertaken to develop and implement a sustainable plan using the principles of Equal Pay for Work of Equal Value and Pay Equity. Minimum qualifications will be determined and the skill, effort, responsibility and working conditions evaluated for all jobs in an organization.

News

Notice - June 2016
23-Jun-2016

1. Topic: NEW JOB(s): Implemented by JJEMC

There were no new jobs.

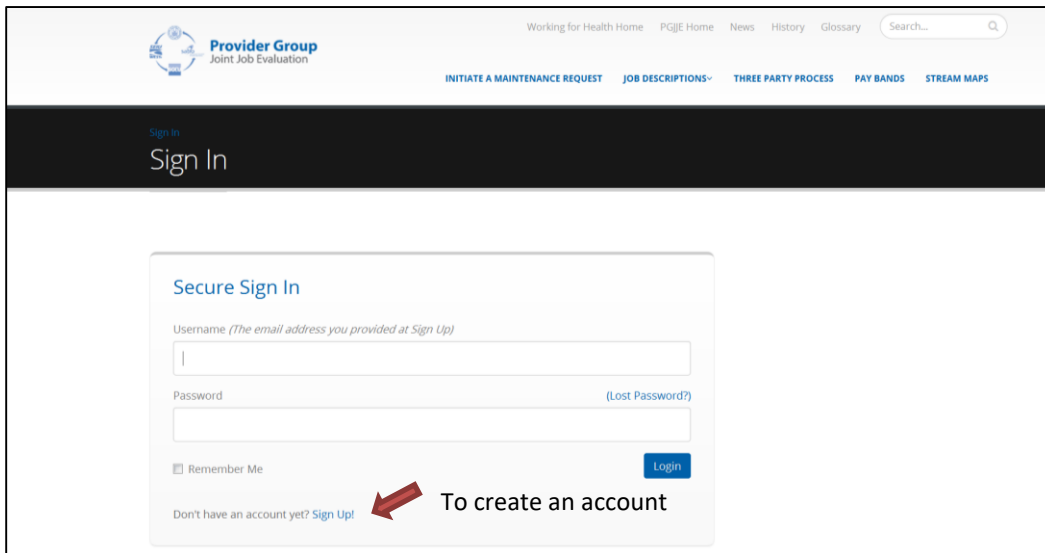
2. Topic: PROVINCIAL REVIEWS COMPLETED:

II. How to Use the Joint Job Evaluation Online Maintenance Request System

Welcome to the Joint Job Evaluation online maintenance request system.

To initiate a 'Changed Job' request:

- 1) Create an account. This will allow your request to be tracked through the system from HR to your out-of-scope supervisor to SAHO.



Provider Group
Joint Job Evaluation

Working for Health Home PGJE Home News History Glossary Search...

INITIATE A MAINTENANCE REQUEST JOB DESCRIPTIONS THREE PARTY PROCESS PAY BANDS STREAM MAPS

Sign In

Secure Sign In

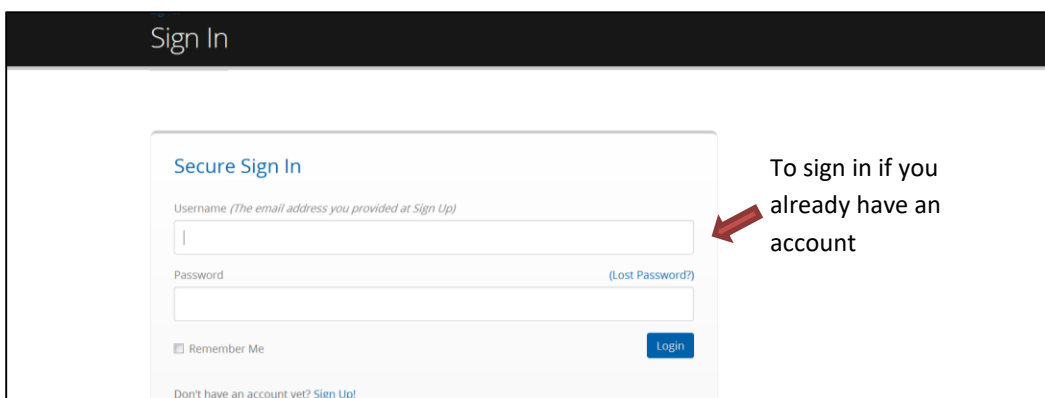
Username (The email address you provided at Sign Up)

Password (Lost Password?)

☐ Remember Me Login

Don't have an account yet? [Sign Up!](#) To create an account

- 2) If you have created an account on a previous visit, then you will be asked to **sign-in** to the account:
 - Username is the email you provided upon sign-up
 - Password is the password chosen upon sign-up



Sign In

Secure Sign In

Username (The email address you provided at Sign Up)

Password (Lost Password?)

☐ Remember Me Login

Don't have an account yet? [Sign Up!](#)

To sign in if you already have an account

- 3) Once you are signed-in, you will be taken to a page that lists all of your maintenance requests submitted through the online maintenance request system.

Action	Name	Last Updated	Status
Edit	Submission 12850627 by Gail Employee Bryanton for 115 Groundskeeper	01-Jun-2016 05:28 PM	Job - Pending Assignment
Edit	Submission 12850613 by Gail Employee Bryanton for 339 Office Administrative Assistant	01-Jun-2016 04:56 PM	Job - Pending Assignment
Edit	Submission 12847360 by Gail Employee Bryanton for 080 Cosmetologist	31-May-2016 05:36 PM	Employee - Submission Draft
Edit	Submission 12847352 by Gail Employee Bryanton for 155 Medical Office Assistant	31-May-2016 03:44 PM	Job - Pending Assignment
Edit	Submission 12846745 by Gail Employee Bryanton for 014 Office Clerk	10-Jun-2016 10:22 AM	Supervisor - Review
Edit	Submission 12838668 by Gail Employee Bryanton for 131 Speech and Language Pathologist Assistant	10-Jun-2016 10:14 AM	Supervisor - Review

All maintenance requests will be listed, if more than one request has been previously submitted

- 4) To initiate a new request, **click on the blue button 'New Maintenance Request.'**

- 5) Select your current **Provincial Job Description** and your **employer** from the drop down menus, click "Create."

After selecting your Provincial Job Description and employer click 'Create'

Click on the drop down menu and select your **current** Provincial Job Description, **NOT** the job you would like to be reclassified to

- 6) This will initiate your maintenance request by bringing up the Provincial Job Fact Sheet for your current job. Edit the Provincial Job Fact Sheet to reflect the duties that are different or are in addition to those on the Provincial Job Fact Sheet.
- 7) When you first open the Provincial Job Fact Sheet, you will note that some areas have red text. Red text indicates that a change has been made within the section. This is a result of the system automatically entering information you supplied upon sign-up, so you don't have to re-enter this information. **When you see red text, it is still important that you go into each area to add any information that may not have been automatically entered by the system.**

Red text indicates areas where information has been pre-populated to avoid having to re-enter information already provided, but all areas must be reviewed for any additional new information that may be required

- 8) The Provincial Job Fact Sheet includes Sections 1 through Section 15. **Please review all sections of the Provincial Job Fact Sheet. All sections or fields with an asterisk are mandatory, but all sections should include any changes or additions required to reflect the current state of the job being reviewed.**
- 9) If any of the required fields are missed, then **you will not be able to save your maintenance request until all the required fields are completed.** An error prompt will inform you of any required fields that are missing information.

Errors prompt showing missing required fields

- 10) Under Section 2, select 'Changed Job' if you wish to request a maintenance review of your current position. 'Provincial Review' is **only** selected if you have been notified by your out-of-scope supervisor that your job has been selected for a Provincial Review.

This screenshot shows the 'Initiate a Maintenance Request' form, specifically Section 2: Reason for Request. The form has a navigation bar at the top with links: INITIATE A MAINTENANCE REQUEST, JOB DESCRIPTIONS, THREE PARTY PROCESS, PAY BANDS, and STREAM MAPS. Below the navigation bar, there are three main sections: 2.1 Home Phone, 2.10 Reason for Request, and 2.11 Union Affiliates. Section 2.10 is the active section and contains two radio button options: 'Changed Job' and 'Provincial Review'. Red arrows point to these options with text instructions: 'Click on 'Changed Job' for a maintenance review' and 'Click on 'Provincial Review' **only** if a Provincial Review has been requested for your classification'. Below these options are several expandable sections: Section 3: Organizational Structure, Section 4: Job Summary, Section 5: Key Work Activities, Section 6: Decision Making, Section 7: Education and Specific Training, and Section 8: Experience. On the right side of the form, there are buttons for 'Save', 'Save and Close', 'Submit Revision', 'Submission', and 'Source'.

- 11) Click on the plus (+) or minus (-) sign or the section header to open and close each section. All required fields will be marked by an asterisk (*). **Examples are required where requested.**

This screenshot shows the 'Initiate a Maintenance Request' form, specifically Section 4: Job Summary. The form has a navigation bar at the top with links: INITIATE A MAINTENANCE REQUEST, JOB DESCRIPTIONS, THREE PARTY PROCESS, PAY BANDS, and STREAM MAPS. Below the navigation bar, there are several expandable sections: Section 1: Introduction, Section 2: Job Identification, Section 3: Organizational Structure, Section 4: Job Summary (which is the active section), Section 5: Key Work Activities, and Section 6: Decision Making. A red arrow points to the plus (+) sign on the left of the Section 4 header with the text: 'Click on the (+) or (-) to open or close each section'. The content of Section 4 includes a 'Purpose' field, a 'Tip' section, and a 'Briefly Describe the Purpose of this job' field. On the right side of the form, there are buttons for 'Save', 'Save and Close', 'Submit Revision', 'Submission', and 'Source'.

- 12) At any time during the process, you can 'Save' your work or 'Save and Close' to return later to continue working on your request. **You are encouraged to save regularly, so no information is lost.**

This screenshot shows the 'Initiate a Maintenance Request' form, specifically Section 17: Group Submission. The form has a navigation bar at the top with links: INITIATE A MAINTENANCE REQUEST, JOB DESCRIPTIONS, THREE PARTY PROCESS, PAY BANDS, and STREAM MAPS. Below the navigation bar, there are several expandable sections: Section 10: Working Relationships, Section 11: Impact of Action, Section 12: Leadership/Supervision, Section 13: Physical Demands, Section 14: Sensory Demands, Section 15: Working Conditions, Section 16: Other Comments, and Section 17: Group Submission (which is the active section). A red arrow points to the 'Save and Close' button at the bottom of the form with the text: 'Save and Close' will save the file and also close it to work on at a later time. Another red arrow points to the 'Submit Revision' button with the text: 'Either/Or'. On the right side of the form, there are buttons for 'Save', 'Save and Close', 'Submit Revision', 'Submission', and 'Source'.

- 13) Be aware that the Provincial Job Fact Sheet is a large form, so it may take some time to save or submit the contents. **Please be patient while this process runs.**
- 14) If your session expires, you can log back in and your information will be there to 'Save', but you should not rely on the system to regularly save your work for you.

Session Expired - Please Sign In

Username

Password

Log In

Close

Enter username and password to log back into the session

Section 10: Working Relationships

Section 11: Impact of Action

Section 12: Leadership/Supervision

Section 13: Physical Demands

Section 14: Sensory Demands

Section 15: Working Conditions

Section 16: Other Comments

Section 17: Group Submission

Appendices

Save Save and Close Submit Revision

Back to list

About Provider Group Joint Job Evaluation

CONTACT US
(306) 347-1740
contact@sho.ca

- 15) Once you have completed the form, save your work and then click on 'Submit for Review' to automatically send it to your HR representative. **Note: Do not click on 'Submit for Review' until you are completely done with your submission and ready to submit to HR.**

Click on 'Submit for Review' to send a completed maintenance request to the local HR representative

Either/Or

Section 10: Working Relationships

Section 11: Impact of Action

Section 12: Leadership/Supervision

Section 13: Physical Demands

Section 14: Sensory Demands

Section 15: Working Conditions

Section 16: Other Comments

Section 17: Group Submission

Appendices

Save Save and Close Submit Revision

Back to list

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III. What's Next?

- 1) Once you have submitted your request, an email will be automatically sent to notify your HR representative that your request has been forwarded for their attention.
- 2) Your HR representative will log into their account and assign your request to your out-of-scope supervisor.
- 3) Your out-of-scope supervisor will receive an email to notify them that they need to review your maintenance request.
- 4) There are two options for your out-of-scope supervisor:
 - a. They can complete the comments on the form and sign-off, sending it back to the HR representative for forwarding to SAHO.
 - or
 - b. They can return the request back to you, if there are further questions that your out-of-scope supervisor would like you to address.
- 5) Should your out-of-scope supervisor require you to make further revisions, you will receive an email notification.



- 6) If you receive notification to review and amend your maintenance request you will need to complete the revisions, save and re-submit the maintenance request to your out-of-scope supervisor for further review.

A screenshot of a web form titled 'Initiate a Maintenance Request'. The form has a 'My Submission' tab selected. The 'Item Name' field contains 'Submission 13625990 by Gail Employee Bryan for 004 Food Services Supervisor'. Below this is a list of sections: 'Section 1: Introduction', 'Section 2: Job Identification', 'Section 3: Organizational Structure', 'Section 4: Job Summary', 'Section 5: Key Work Activities', 'Section 6: Decision Making', 'Section 7: Education and Specific Training', 'Section 8: Experience', 'Section 9: Independent Judgement', 'Section 10: Working Relationships', and 'Section 11: Impact of Action'. To the right of the sections, there is a red arrow pointing to a 'Submit Revision' button. Above the button are 'Save' and 'Save and Close' buttons. Below the button are 'Submission' and 'Source' buttons. The text 'Click on 'Submit Revision' to return the maintenance request to the out-of-scope supervisor' is overlaid on the form.

- 7) Once your maintenance request has been completed and your out-of-scope supervisor has signed off, it is reviewed by HR.
- 8) HR will then forward your maintenance request to SAHO for review through the Joint Job Evaluation Maintenance process.

IV. Good to Know

- 1) At any time in the process, you are able to print your maintenance request.

Click to print a copy of the maintenance request

Print Log out

Save
Save and Close
Submit Revision
Submission
Source

Item Name
Submission 13625990 by Gail Employee Bryanton for 004 Food Services Supervisor

Creation Date
2016-10-13T11:10:00

PGJE Job
004 Food Services Supervisor

Status
Employee - Revision

HR Notes

Supervisor Notes
look at this again please

- 2) Once you have submitted your maintenance request, you will be able to view your request as well as your out-of-scope supervisor's comments, but you will not be able to modify the information unless it has been assigned back to you by your out-of-scope supervisor.
- 3) You are able to login to your account to track the progress of your request including a) at HR b) with your out-of-scope supervisor or c) sent to SAHO.

Employee

My Profile Employee Log out

New Maintenance Request

My Submissions

Action	Name	Last Updated	Status
Edit	Submission 12564387 by dddd dddd for 012 Information Technology Analyst	14-Mar-2016 02:44 PM	Employee - Submission Draft
Edit	Submission 12561660 by dddd dddd for 500 Librarian Working Supervisor	10-Mar-2016 10:42 AM	HR - Pending Assignment
Edit	Submission 12559415 by dddd dddd for 015 Client Attendant	08-Mar-2016 01:55 PM	Employee - Submission Draft
Edit	Submission 12559409 by dddd dddd for 008 3rd Class Power Engineer	08-Mar-2016 01:43 PM	Employee - Submission Draft

'Status' shows where the maintenance request is in the review process

- 4) Once your maintenance request has been submitted to SAHO, your HR representative, Union representative and the Joint Job Evaluation Maintenance Assistant will meet to review your submission.
- 5) Your HR representative and Union representative will be informed of the outcome and will communicate with you.