



Provider Group Joint Job Evaluation Maintenance Committee (JJEMC)

Presentation for Education on the Process

Provider Group Joint Job Evaluation Program

- The purpose of Job Evaluation is to review job content to recognize the qualifications, skills and abilities of work performed by positions represented by the Provider Unions.
- The reliance on information provided by people working in the jobs is a key component in obtaining an accurate picture of the work being performed in each Provincial Job Description.
- The ultimate goal is to ensure that positions are evaluated fairly and are placed in the appropriate pay band.
- Recognizing significant changes in Provincial Job Descriptions is a key component of the job evaluation process.
- Every Employee and their Out-of-Scope Supervisor has the ability to participate and are strongly encouraged to do so. Your participation makes the process successful.

The Plan

- The Joint Job Evaluation Manual (The Plan) measures job content based on skills, effort, responsibility, and working conditions.
- A completed rating of the job determines the appropriate pay band.
- Information from Employees and Out-of-Scope Supervisors is collected on the Provincial Job Fact Sheet.
- The JJEMC reads all completed forms, so clear printing or typed responses is greatly appreciated.
- Additional documentation is accepted.
- The JJEMC reviews the information collected and all relevant information is captured on the final Provincial Job Fact Sheet.
- Results are posted on the Provider Group Joint Job Evaluation website and communicated to all employers and unions who then communicate with employees.

Job Evaluation Process Facts

- The Provincial Review will be completed based on the information received. If no individuals participate, a formal review is still completed.
- The Provincial Review process is the only opportunity to update a Provincial Job Description.
- It's okay if you and your supervisor disagree. The JJEMC reviews all available information prior to making an overall assessment.
- The JJEMC members actively participate in the agreed upon process to ensure the results are accurate and unbiased. All decisions are made by consensus.
- Job evaluation does not measure nor reflect the performance, gender, or qualifications of the individual in the job.
- Provincial Job Descriptions are not a task list but a representation of the key activities the person is expected to perform.
- Not all employees will perform all the duties in the Provincial Job Description. All tasks employees perform will not be on the Provincial Job Description.

Job Evaluation Process Facts

- The JJEMC ensures the job is evaluated accurately so that it can be placed into the appropriate pay band.
- Wage rates are determined through collective bargaining not through Job Evaluation.
- Job evaluation in itself does not address money, markets, or individual performance.

Provincial Review Process

- A Provincial Review on a Provincial Job Description is the only opportunity for the employee (s) and the Out-of-Scope Supervisor to put forward information in regards to how the Provincial Job Description has changed since it was implemented or last reviewed.
- The Provincial Review Process is the only opportunity for employees/employer to update or change a Provincial Job Description.
- If the job duties have changed for the Provincial Job Description this is the opportunity to put this information forward to be considered in the updates for the Provincial Job Description.
- Provincial Job Descriptions and Provincial Job Fact Sheets are written to be representative of duties being done across the Province.
- Documents can be completed as an individual or as a group (employees must be in the same job).
- Summary of timelines for Provincial Review Process:
 - HR to OOS Supervisor – approximately 14 calendar days
 - OOS Supervisor to Employees – approximately 14 calendar days
 - Employees to OOS Supervisor – approximately 40 calendar days
 - OOS Supervisor to HR – approximately 40 calendar days
 - HR to JJEMC – approximately 14 calendar days

Provincial Review Process Continued

- If after reviewing the information you believe the Provincial Job Fact Sheet is still representative of what you do check the box on the attached Provincial Review Process Form to indicate this and submit it to your Out-of-Scope Supervisor.

Instructions:

Does the *Provincial Job Fact Sheet* represent your job?

Yes

Complete this page only

No

Complete documentation as required

- Out-of-Scope Supervisor will forward to the employer's Human Resources department.

Joint Job Evaluation Maintenance Committee (JJEMC)

- The JJEMC is a joint Union/Management committee
- The JJEMC membership consists of the following:
 - One (1) CUPE representative
 - One (1) SEIU-West representative
 - One (1) SGEU representative
 - Three (3) employer representatives
- The JJEMC Assistant provides the JJEMC with administrative support. i.e. scheduling meetings, distributing documents, conducting research.

What does the JJEMC do?

- The JJEMC is responsible for receiving and reviewing all job data for completeness, performing job analysis, consolidating data and rating the jobs.
- The JJEMC maintains the integrity of the Plan.
- The JJEMC maintains the Provincial Job Fact Sheets (PJFS), the Rating Rationales (RR) and the Provincial Job Descriptions (PJD) and modifies and creates new PJFS, RR and PJD when required.
- Endeavors to review 20 to 25% of all jobs yearly (the Provincial Review process).
- Maintains the processes in accordance with pertinent Collective Bargaining Agreements, including evaluation of all changed and new jobs following the general principles outlined in the Plan.

How Provincial Job Descriptions are Evaluated?

- Jobs are evaluated based on ten factors: Decision Making, Education, Experience, Independent Judgement, Working Relationships, Impact of Action, Leadership/Supervision, Physical Demands, Sensory Demands and Environment.
- For an evaluation to change, there needs to be significant change in at least one or more of those factors.
- Significant change does not include an increase in work load, most changes to technology, or the additions of new tasks similar to ones already being performed.
- Although there may be changes recognized in a job, changes do not always change the pay band. Each pay band represents a range of jobs of comparable value. Each pay band has a range of points and changes do not automatically move positions into another pay band.
- Provincial Reviews may result in no change or a higher/lower pay band.
- Education changes will only change a job rating if other elements of the Provincial Job Description have changed.

When would the JJEMC Approve a New Job?

- The key work activities or certification/licensure of a job are not adequately captured in any existing Provincial Job Descriptions.
- A program/service has evolved or changed requiring a new Provincial Job Description.

Why does the JJEMC complete Provincial Reviews?

- To capture accurate and up to date Provincial Job Description information.
- To identify significant changes in Provincial Job Description qualifications, duties, and requirements.
- Maintaining integrity of a plan by ensuring ongoing maintenance of the process through input from Employees and Out-of-Scope Supervisors.

Process Responsibility

- A joint process where each individual has an opportunity to include their comments and not have their information amended by the other parties.
- Employees. Tell us what you do.
- Complete individually or as a group.
- Forms should not be altered in any fashion other than following the instructions provided.
- The Out-of-Scope Supervisor's role is to comment on the input from employees in the job but not to modify or remove what the employee has written.
- No one should be discouraged from participating or providing input.

Do's and Don'ts

Do's

- Print clearly
- Use blue or black ink
- Neatly cross out changes
- Additional information can be provided in Comments Section 16 (Page 26) or by providing an attachment
- Submit within Provincial Review timeline
- Submit Provincial Review Process Form as instructed

Don'ts

- Don't alter form
- Don't use pencil
- Don't use whiteout
- Don't lose quality by focusing on quantity
- Don't hesitate to ask if you need more information

If the Provincial Job Fact Sheet no longer represents the positions duties

- Print and complete the attached documents Provincial Review Process Form and the Provincial Job Fact Sheet.
- Sections 4-5 - Review/amend job duties.
- Sections 6-16 - Review/amend if changes are required.
- Complete signature page and submit documents (keep a copy) to your Out-of-Scope Supervisor.

Out-of-Scope Supervisor Responsibilities

- Out-of-Scope Supervisor will review the submission, provide comments in the supervisor section and forward to the employer's Human Resources department.
- The Human Resources department will review the submission and submit to the JJEMC.

Three-Party Process

- Three parties include Human Resources, the local Union and the JJEMC Assistant. The Employee and the Out-Of-Scope Supervisor may be invited by the Union or HR Department.
- The three parties review Maintenance Requests submitted by Employee/Employer.
- The Employee can request a copy of the Maintenance Request once the Out-of-Scope Supervisor has completed their portion.
- If agreement of a reclassification request is reached the decision is implemented and forwarded to the JJEMC as an FYI. If no agreement is reached, the request is forwarded to the JJEMC to review and provide a decision.
- If agreement on a new job is reached, the JJEMC Assistant provides a draft job description to the employer to post and then file is forwarded to the JJEMC to finalize.

Maintenance Requests

Initiating the Review of a Changed Job (Reclassification)

Process to Initiate a Maintenance Request Changed Job (Reclassification) – employee(s) attached

This process is to be followed:

For an employee(s) requesting to be reclassified to a current Provincial Job Description that exists in the plan or a new job that does not exist in the plan.

If you are initiating a Maintenance Request to be reclassified into an **existing** Provincial Job Description within the plan or a new job that does not exist in the plan the following two documents are required:

1. Job Review Request Form – fill in all blank fields

2. Provincial Job Fact Sheet of the job you are currently in – print it and amend it (cross off what no longer applies and write in amendments in blue or black ink)

TIP: Provincial Job Description of the job you are currently in – Intended as a quick reference when making amendments to the Provincial Job Fact Sheet.

Example 1 (Request to be reclassified to existing Provincial Job Description):

Suzy is currently in Provincial Job Description #245 – Environmental & Laundry & Food Services Worker. Suzy has been doing the duties of a Chief Cook and Bottle Washer and feels that her job duties are best reflected in existing Provincial Job Description #999 – Chief Cook and Bottle Washer and wants to initiate a maintenance request. Suzy went on to the Working-For-Health website, and under the tab ‘Initiate a Maintenance Request’ she found the document called Job Review Request form; Suzy filled out the areas highlighted in yellow:


Or

Example 2 (Request to be reclassified to a new job):

Suzy is currently in Provincial Job Description #245 – Environmental & Laundry & Food Services Worker. Suzy feels she has been doing the duties of a Head Laundry & Food Services Worker and feels that her job duties are best reflected in a new job that does not exist in the Plan and wants to initiate a maintenance request to be reclassified to a new Provincial Job Description. Suzy went on to the Working-For-Health website, and under the tab ‘Initiate a Maintenance Request’ she found the document called Job Review Request form; Suzy filled out the areas highlighted in yellow:

Job Review Request Form

(Example 1 – Reclassification to Existing Provincial Job Description in the Plan)

	<h3 style="margin: 0;">Job Review Request Form</h3> <p style="margin: 0;">(Please submit one form per request and retain a copy for your records)</p> <p style="margin: 0;"><u>Employee or OOS Supervisor completes this form and forwards to the Employer's Human Resources Department.</u> <i>(forms can be obtained: www.working-for-health.ca/supportjobevaluation)</i></p>
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1. **Date of Submission:** January 1, 2022

2. **Via: (check one)**

- Interoffice Mail
- Mail
- Fax
- By hand to whom:

Date received in HR:

3. **Reason for Request: (check one)**

- Changed Job**
- New Job

4. **Union Affiliation: (check one)**

- CUPE
- SEIU
- SGEU

Provincial JE Job Title:	Provincial JE Job Number:
CURRENT: <u>Environmental & Laundry & Food Services Worker</u>	<u>245</u>
REQUESTED: <u>Chief Cook and Bottle Washer</u>	<u>999</u>

Effective Date of Change: _____

4. **Job Information for CHANGED Job:**

(Process for an employee(s) requesting to be re-classified to another existing job in plan or new job)

The following documents MUST be included with this request:

- ✓ Current Provincial Job Description amended to reflect the changed job duties
- ✓ Current Provincial Job Fact Sheet amended to reflect the changed job duties
- ✓ Any other documents/correspondence that are relevant to this request

Employee or OOS Supervisor will complete these forms and forward to the employer's Human Resources Department.

6. Request Submitted by:

- Employee
- OOS Supervisor
- Joint Submission (Employee/OOS Supervisor)

1

7. Employee Information (PLEASE PRINT):

Employee/Contact Name: _____ Employee Number: _____
Facility: _____ Department: _____
Former Health Region/Affiliate: _____ E-mail Address: _____
Home Phone: _____ Work Phone: _____
Home Address: _____ Postal Code: _____

NOTE: Attach a list of employee names, employee numbers, e-mail addresses, and phone numbers where you can be reached at, if this is a group submission or a contact name and contact information.

8. Out-of-Scope Supervisor Information (PLEASE PRINT):


Out-of-Scope Supervisor/Manager Name: _____
Facility: _____ Department: _____
Former Health Region/Affiliate: _____
Facility Address: _____
Facility Phone: _____ Facility Fax: _____

9. Human Resources Information (PLEASE PRINT):

Human Resources Contact Name: _____
Former Health Region/Affiliate: _____
Facility Address: _____
Facility Phone: _____ Facility Fax: _____

Job Review Request Form

(Example 2 – Reclassification Request to Provincial Job Description not found in the Plan – new job)

	<h3>Job Review Request Form</h3> <p>(Please submit one form per request and retain a copy for your records)</p> <p><i>Employee or OOS Supervisor completes this form and forwards to the Employer's Human Resources Department. (forms can be obtained: www.working-for-health.ca/support/jobevaluation)</i></p>
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1. **Date of Submission:** January 1, 2022

2. **Via: (check one)**

- Interoffice Mail
- Mail
- Fax
- By hand to whom:

Date received in HR:

3. **Reason for Request: (check one)**

- Changed Job
- New Job

4. **Union Affiliation: (check one)**

- CUPE
- SEIU
- SGEU

<u>Provincial JE Job Title:</u>	<u>Provincial JE Job Number:</u>
CURRENT: <u>Environmental & Laundry & Food Services Worker</u>	<u>245</u>
REQUESTED: <u>Head Laundry & Food Services Worker</u>	<u>NEW</u>

Effective Date of Change: _____

4. **Job Information for CHANGED Job:**

(Process for an employee(s) requesting to be re-classified to another existing job in plan or new job)

The following documents **MUST** be included with this request:

- ✓ Current Provincial Job Description amended to reflect the changed job duties
- ✓ Current Provincial Job Fact Sheet amended to reflect the changed job duties
- ✓ Any other documents/correspondence that are relevant to this request

Employee or OOS Supervisor will complete these forms and forward to the employer's Human Resources Department.

6. Request Submitted by:

- Employee
- OOS Supervisor
- Joint Submission (Employee/OOS Supervisor)

1

7. Employee Information (PLEASE PRINT):

Employee/Contact Name: _____ Employee Number: _____
Facility: _____ Department: _____
Former Health Region/Affiliate: _____ E-mail Address: _____
Home Phone: _____ Work Phone: _____
Home Address: _____ Postal Code: _____

NOTE: Attach a list of employee names, employee numbers, e-mail addresses, and phone numbers where you can be reached at, if this is a group submission or a contact name and contact information.

8. Out-of-Scope Supervisor Information (PLEASE PRINT):

Out-of-Scope Supervisor/Manager Name: _____
Facility: _____ Department: _____
Former Health Region/Affiliate: _____
Facility Address: _____
Facility Phone: _____ Facility Fax: _____

9. Human Resources Information (PLEASE PRINT):

Human Resources Contact Name: _____
Former Health Region/Affiliate: _____
Facility Address: _____
Facility Phone: _____ Facility Fax: _____

After completing the Job Review Request form, Suzy printed off the Provincial Job Fact Sheet for her current position – Provincial Job #245 – Environmental and Laundry and Food Services Worker and made amendments to the Provincial Job Fact Sheet by crossing off everything that no longer applied to her (duties she was no longer performing) and by adding her new duties. After Suzy was done making changes to her documents, she signed page 25 of the Provincial Job Fact Sheet and gave the Job Review Request Form and the Provincial Job Fact Sheet to her Out-of-Scope Supervisor so that they could review it, add comments, initial and sign. Suzy then reviewed the checklist below to ensure she had all the correct documents necessary to initiate her maintenance request.

- ✓ Job Review Request Form
- ✓ Provincial Job Fact Sheet of current job with amendments
- ✓ All documents signed by Out-of-Scope Supervisor and employee

Once Suzy confirmed that all the necessary documents had been filled out and signed by both her and her Out-of-Scope Supervisor, the documents were submitted to the Human Resource Contact.

All documents necessary to initiate a maintenance request are found on the Working-For-Health.ca Website. <https://working-for-health.ca/supportjobevaluation/index> under the tab 'Initiate a Maintenance Request'. Provincial Job Fact Sheets and Provincial Job Descriptions are found under the tab 'Job Descriptions'.

5 – KEY WORK ACTIVITIES

Purpose: This section describes the key activities, duties and responsibilities of the job.

Consider the full range of job duties or responsibilities undertaken over the year. Summarize these in rough form before completing this section.

Group the job duties or responsibilities that are related and summarize them in a phrase, at the top of each box (e.g., counseling and patient education, preventative maintenance, community involvement). Estimate (to the nearest 5%) the percentage of time per year spent on each key work activity summarized in the section(s) below. Most jobs can be described in three to five key work activities.

The total of all key work activity sections should equal but not exceed 100%. For example: 1/2 day every day per year = 50%; 3 months per year = 25%; 2 1/2 weeks per year = 5%

After summarizing each key work activity, provide details or examples that describe the related job duties or responsibilities. If using abbreviations, acronyms or technical terminology, please initially explain their meaning.

- ▶ Don't get lost in detail in describing the duties and responsibilities. Use clear verbs about things that are done in connection with each one. Avoid using a gender biased wording (i.e. he or she) in describing the work.
- ▶ It is important that the whole job be described, not just a particular dimension or a special project.

The "Sample Key Activities" (see Appendix A) may assist you in completing this section.

Key Work Activity A: Cleaning Duties

Cooking / Bottle Washer Duties

Duties/Responsibilities:

- ◆ *Cleans, sanitizes/disinfects all areas, equipment and floors according to established procedures. in kitchen*
- ◆ *Ensures infection control, isolation techniques and universal precautions are followed.*
- ◆ *Performs and documents daily, weekly, monthly and annual cleaning.*
- ◆ *Cleans walls, ceilings, fixtures, furniture and equipment. Cooks meals*
- ◆ *Cleans windows (interior and exterior), ledges, sills, curtains, drapes and vertical blinds.*
- ◆ *Cleans, vents, heat registers, light fixtures, fans, air return ducts.*
- ◆ *Cleans sinks, toilets, showers, bathtubs, mirrors, shelves and whirlpool tub.*
- ◆ *Cleans cupboards, doorknobs, handrails, light switches, sprinklers, counters, garbage cans, fridges. Shops for groceries*
- ◆ *Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, laboratory, x-ray, offices, dining rooms, patient/resident rooms and items).*
- ◆ *Discharge cleaning and bed-making. Plans menu*
- ◆ *Maintains floors—dry/wet mop, burnish, vacuum, strip, seal and finish, auto scrub.*
- ◆ *Maintains carpets and mats—vacuum, spot clean and shampoo.*

- *Trains co workers on bottle washer machine software*
- *Go to person when bottle washer is not working properly*

SUPERVISOR'S COMMENTS – KEY WORK ACTIVITIES

Are the responses to this question: Complete Incomplete

Do you agree with the responses: Yes No

COMMENTS (must be completed if "Incomplete" or "No" is selected):

Supervisor's Initials: _____

Maintenance Requests

Initiating the Review of a New Job

Process to Initiate a Maintenance Request

New Job Request – Job Does Not Exist in Plan

(No employee(s) attached – Employer (Out-of-Scope) completes only)

This process is to be followed:

For the Employer (Out-of-Scope) to create a New Provincial Job Description which does not have an employee(s) attached to it

If the Employer wishes to initiate a Maintenance Request to create a new Provincial Job that **does not exist** in the plan, the following documents are required:

1. Job Review Request Form – fill in all blank fields
2. Draft Provincial Job Description
3. Provincial Job Fact Sheet – blank form – print it and fill out sections 4 through 18


All documents necessary to initiate a maintenance request are found on the Working-For-Health.ca Website.

<https://www.working-for-health.ca/supportjobevaluation/index> under the tab 'Initiate a Maintenance Request'.

Example:

The Employer would like to create a new Provincial Job Description as the duties that are required do not fall under any other Provincial Job Description currently in the plan. The Employer went on to the Working-For-Health website, under the tab 'Initiate a Maintenance Request' and found the document called Job Review Request form; the Out-of-Scope Supervisor filled out the areas highlighted in yellow:

Job Review Request Form

	<h2 style="margin: 0;">Job Review Request Form</h2> <p style="margin: 0;">(Please submit one form per request and retain a copy for your records)</p> <p style="margin: 0;"><u>Employee or OOS Supervisor completes this form and forwards to the Employer's Human Resources Department.</u></p> <p style="margin: 0;"><i>(forms can be obtained: www.working-for-health.ca/support/evaluation)</i></p>
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1. **Date of Submission:** January 1, 2022

2. **Via: (check one)**

- Interoffice Mail
- Mail
- Fax
- By hand to whom:

Date received in HR:

3. **Reason for Request: (check one)**

- Changed Job
- New Job

4. **Union Affiliation: (check one)**

- CUPE
- SEIU
- SGEU

Provincial JE Job Title:	Provincial JE Job Number:
CURRENT: <u>N/A</u>	CURRENT: <u>N/A</u>
REQUESTED: <u>Head Laundry & Food Services Worker</u>	REQUESTED: <u>NEW</u>

Effective Date of Change: _____

4. **Job Information for CHANGED Job:**

(Process for an employee(s) requesting to be re-classified to another existing job in plan or new job)

The following documents **MUST** be included with this request:

- ✓ Current Provincial Job Description amended to reflect the changed job duties
- ✓ Current Provincial Job Fact Sheet amended to reflect the changed job duties
- ✓ Any other documents/correspondence that are relevant to this request

5. **Job Information for NEW Job:**

(Process for Employers to create new jobs – no employee (s) attached to submission)

The following documents **MUST** be included with this request:

- ✓ "Draft" Job Description for the newly-created position
- ✓ "Draft" Job Fact Sheet for the newly-created position
- ✓ Any other documents/correspondence that are relevant to this request

Employee or OOS Supervisor will complete these forms and forward to the employer's Human Resources Department.

6. Request Submitted by:

- Employee
- OOS Supervisor
- Joint Submission (Employee/OOS Supervisor)

1

7. Employee Information (PLEASE PRINT):

Employee/Contact Name: _____ Employee Number: _____
Facility: _____ Department: _____
Former Health Region/Affiliate: _____ E-mail Address: _____
Home Phone: _____ Work Phone: _____
Home Address: _____ Postal Code: _____

NOTE: Attach a list of employee names, employee numbers, e-mail addresses, and phone numbers where you can be reached at, if this is a group submission or a contact name and contact information.

8. Out-of-Scope Supervisor Information (PLEASE PRINT):

Out-of-Scope Supervisor/Manager Name: _____
Facility: _____ Department: _____
Former Health Region/Affiliate: _____
Facility Address: _____
Facility Phone: _____ Facility Fax: _____

9. Human Resources Information (PLEASE PRINT):

Human Resources Contact Name: _____
Former Health Region/Affiliate: _____
Facility Address: _____
Facility Phone: _____ Facility Fax: _____

Blank - Job Fact Sheet (For Employer use only)

Section 3 – JOB IDENTIFICATION

Purpose: This section gathers basic identifying material so we can keep track of completed Job Fact Sheets.

Provide your name and work telephone number(s) for contact purposes. For group JFS submissions, please note the name and telephone number(s) of the contact person.

Name of person completing the JFS for a single employee, or contact person for group JFS submission (ONLY COMPLETE A GROUP SUBMISSION IF ALL EMPLOYEES ARE DOING THE SAME JOB):

Name (Print): _____ Employee No.: _____

Work Telephone: _____ E-Mail Address: _____

Saskatchewan Health Authority/Affiliate: _____

Facility/Site: _____ Department: _____

See Section 18 on page 28 for signatures.

Provincial JE Job Title: _____ Date: _____

Provincial JE Number: _____ Office use only: JEMC No. M - - _____

Section 4 – JOB SUMMARY

Purpose: This section describes why the job exists.

Briefly describe the general purpose of this job:

Tips:

- ▶ Consider “Why does this job exist?” and “What is this job responsible for?”
- ▶ Think about what you would say if someone approached you and asked you about your job.
- ▶ You may wish to begin with: “The (Job Title) exists to ...” or “The (Job Title) is responsible for...”

SUPERVISOR'S COMMENTS – JOB SUMMARY

Are the responses to this question: Complete Incomplete

Do you agree with the responses: Yes No

COMMENTS (must be completed if “Incomplete” or “No” is selected):

Supervisor's Initials: _____

Contact Information

- Contact your Local Union, Employer HR Department or the JJEMC Assistant if you have any questions.
- SGEU Contact:
 - tschmidt@sgeu.org
- CUPE Contact:
 - 5430region4rvp@sasktel.net
- SEIU-West Contact:
 - [TBD](#)
- Employer HR Department:
 - SHACompensation@saskhealthauthority.ca
- JJEMC Assistant:
 - tracy.hall@saho.ca