

SUN/SUN Position Evaluation Questionnaire – Checklist

The following checklist will ensure a thorough and timely evaluation. The questionnaire can be found at <http://www.working-for-health.ca/sunje/sun-position-evaluation-questionnaire>

Role of:	Responsibilities:
Employee(s)/ OOS Supervisor	<p>Changed Position Questionnaire</p> <ul style="list-style-type: none"> • Employee(s) and OOS Supervisor complete and forward the questionnaire to the Employer HR Department <p>New Position Questionnaire</p> <ul style="list-style-type: none"> • OOS Supervisor completes and forwards the questionnaire the Employer HR Department • Once the position has been occupied for six (6) months, the employee(s) and OOS Supervisor are required to review and amend the initial questionnaire and forward to the Employer HR Department
Employer HR Department	<p>New or Changed Position Questionnaire</p> <ul style="list-style-type: none"> • Employer HR Department ensures questionnaire is complete and forwards it to SAHO, Classification & Job Evaluation Department along with a current position description (this provides additional information for a better understanding of the position)
SAHO	<p>New or Changed Position Questionnaire – Evaluation</p> <ul style="list-style-type: none"> • SAHO, Classification & Job Evaluation Department evaluates the questionnaire and communicates the decision the Employer HR department, employee(s), and SUN
<p>Reconsideration Process</p> <ul style="list-style-type: none"> • If the employee(s) and/or OOS Supervisor wish to have the classification placement of a position reconsidered: <ul style="list-style-type: none"> • Employee(s) and OOS Supervisor complete new questionnaire (or the initial questionnaire is amended) and forwarded to Employer HR department • Employer HR department ensures the questionnaire is complete and forwards it to the SUN/SAHO Position Evaluation Committee (PEC) via SAHO, Classification & Job Evaluation Department • The reconsideration must be referred within sixty (60) calendar days of receiving notification of the classification placement of the position. • SAHO, Classification & Job Evaluation department communicates the decision of the PEC to the Employer HR department and SUN • The employer HR Department communicates the results to the employee(s) and OOS Supervisor. • The decision of PEC is final and binding. 	

For further information, please contact:

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