

## SUN/SAHO Position Evaluation Maintenance Process – 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:
<b>Employee(s)/ OOS Supervisor</b>	<p><b>Changed Position Questionnaire</b></p> <ul style="list-style-type: none"> <li>• Employee(s) and OOS Supervisor complete and forward the questionnaire to their HR department</li> </ul> <p><b>New Position Questionnaire</b></p> <ul style="list-style-type: none"> <li>• OOS Supervisor completes and forwards the questionnaire to their HR department</li> <li>• 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 their HR department</li> </ul>
<b>Employer HR Department</b>	<p><b>New or Changed Position Questionnaire</b></p> <ul style="list-style-type: none"> <li>• HR ensures questionnaire is complete and forwards it to SAHO, along with a current job description (this job description is for information purposes only)</li> </ul>
<b>SAHO</b>	<p><b>New or Changed Position Questionnaire – Evaluation</b></p> <ul style="list-style-type: none"> <li>• SAHO evaluates the questionnaire and communicates the decision to the HR department, employee(s) and SUN</li> </ul>
<p><b>Reconsideration Process</b></p> <ul style="list-style-type: none"> <li>• If the employee(s) and/or OOS Supervisor wish to have the Position Evaluation classification placement reconsidered: <ul style="list-style-type: none"> <li>• Employee(s) and OOS Supervisor complete a new questionnaire (or the initial questionnaire is amended) and forward to their HR department</li> <li>• HR ensures the questionnaire is complete and forwards it to the SUN/SAHO Position Evaluation Committee (PEC) via SAHO</li> <li>• The reconsideration must be referred within sixty (60) calendar days of receiving notification of the Position Evaluation classification placement.</li> <li>• The position evaluation decision of PEC is final and binding SAHO communicates the position evaluation classification placement decision of the PEC to the HR department, and SUN</li> <li>• The employer HR Department communicates the results to the employee (s) and OOS Supervisor.</li> </ul> </li> </ul>	

For further information, please contact:

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