

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

For further information, please contact:

SAHO

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