



HEU Classification Job Review Request (JRR) Fact Sheet & Document Checklist

Name:

Position:

Facility:

Local:

Date of JRR:

To be successful in supporting your job review request, the Local Classification Activist and your Servicing Representative need documents and evidence along with the Job Review Request Form.

If you are contacted by an employer representative for a job audit / interview, contact the Local Classification Activist or Local Steward to go with you to the interview. Keep a copy of everything you gave to the employer rep.

Keep a copy of everything. Give one copy to the Local Classification Activist. Fax one copy to the HEU Office. (See note 1 at bottom)

Here's what the Union will need:

- 1. If the JRR covers more than 1 member, attach all members' names, phone numbers and addresses.**
- 2. Copy of the current job description for your position.** The Facilities, Community and Social Services Collective Agreements require the employer to provide job descriptions to members. (note 2)
- 3. List of duties** – some may be summarized in the job description; other duties may not appear in the job description.

Write down the daily/weekly duties.

Write down the ones that you may be required to do less frequently. Note the date if some of the duties have been added over time.

(For example May 2006 I was asked to produce monthly reports on the number of procedures done...)

4. Briefly describe how your department is organized and who does what. (For eg. Surgery:

Nursing Unit Assistant – receives requests from surgeon's offices

OR Booking Clerk - compiles surgery slates

Coordinator of Care – approves OR slate

Manager – resolves problems / disputes re: the OR slate

5. Compile the supporting evidence

- copy of any written procedures and/or tasks lists for your job
- memo's that refer to your duties, especially if the duties are not described in the job description
- copies of actual work you have done (eg. rotation samples, purchase orders, OR slates)
- copies of transcripts / certificates / TQ's
- evidence to show how the job has changed

6. Note any change in the courses/certificates required to do your job.

(For eg. your certificate followed a 1 year course – now it's a 2 year course)

Note 1: HEU fax numbers

Provincial office, Burnaby	(604) 739-1510
Victoria	(250) 480-0544
Comox	(250) 331-0673
Kelowna	(250) 765-0181
Nelson	(250) 352-6999
Prince George	(250) 562-3645

Note 2: Job descriptions and the Collective Agreement

Facilities: Maintenance Agreement, page 131 of the 2014-19 agreement, No. 5. job descriptions (4) "each regular employee shall be provided with a copy of the agreed to job description for her/his position."

Community: Maintenance Agreement section, No. 5.3 "each regular employee is entitled to a copy of the recognized job description for his/her position."

Social Services: Maintenance Agreement section, No. 5.4 "each regular employee is entitled to a copy of the recognized job description for her position."

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