

Saskatchewan Regional Colleges Classification Maintenance Plan – Guidelines for Completing the Form B

New Jobs to the System

- Appendix F of the Collective Bargaining Agreement = College's Classification Maintenance Plan.
- The Classification Maintenance Plan is a provincial plan which includes all colleges in Saskatchewan.
- It is not the person, but the position that is rated.
- Ratings are calculated based on each criterion and factor outlined in the Job Evaluation Policy. The information that you provide in the Form B outlines job tasks/functions and percentages associated with the tasks for the evaluation sub-committee to accurately assess the rating for each criterion, factor and ultimately the job.
- A job description is a summary of responsibilities and qualifications necessary for the job. Job evaluation (Form B) is a detailed accounting of the criteria and measurement of factors within the job.

Suggestions for completing the Form B:

Preparation:

- The Job Evaluation website address is <https://www.greatplainscollege.ca/saskatchewan-regional-colleges-job-evaluation>
- Read the Job Evaluation Policy located on the job evaluation website.
- Review the Job Description for your position with your supervisor.
- Review any Provincial Benchmarks that exist for the job function category.
- FAQ's are available on the job evaluation website.

Gather specific job related information:

- Keep track of what you are doing for a period of time so that you can outline your tasks, examples of each and approximate percentage of time you spend doing the tasks. Refer to the time percentage chart on the Form B.
- To help determine time allocations, the employee may use the Daily Activity Sheet (located on the job evaluation website) to record time spent on tasks in 30 minute intervals. This document will help you to identify actual time spent on tasks. This information is needed to complete the Form B.

Complete Form B:

- Read thoroughly the descriptors provided in the Job Evaluation Policy. The words used are extremely important and have meaning.
 - Each factor has a summary statement that identifies the context.
 - Each level has a definition and in some cases examples have been provided.
 - In some definitions, the use of the words and/or are very important;
 - Definitions of specific words used to describe the levels are provided in the **Notes To Raters** at the end of each factor in the Job Evaluation Policy.
- NOTE: The same task may be noted in more than one factor.

- When documenting the percentage of time completing a task, you may need to further break out the percentage based on the levels within the factor. For example:
 - Under the contacts factor, 50% of my contacts are spent dealing with students. Of that 50%, 30% is at level 1, 15% is at level 2, 5% at level 3 and 0% at level 4.
- Provide specific examples of the types of tasks you are putting into each level under each Factor.
- Once you have completed the Form B, you and your supervisor review and edit the document until you both agree that the content accurately reflects the requirements of your job.
- For the benefit of the Provincial Job Evaluation Sub-Committee, please do not use acronyms when completing the Form B.

Local Job Evaluation Committee:

- The local job evaluation committee consists of the Management Class Plan representative(s) as well as a Union Class Plan representative(s).
- The local committee reviews the Form B for completeness.
- The local committee forwards the application to the out-of-scope manager.

Provincial Job Evaluation Sub-Committee

- Once all signatures have been obtained, the local committee forwards the Form B, the job description and the College organization chart to the Provincial Job Evaluations Sub-Committee chairperson.
- The Provincial Job Evaluation Sub-Committee assesses the Form B by applying the Job Evaluation policy.
- A rating for each factor is calculated and documented on a Job Rating Summary form along with rationale/comments for the decisions made.
- An overall rating is calculated once all levels and factors are rated based on the formula in the policy.
- The Provincial Job Evaluation Sub-Committee will inform, in writing, the signatories of its decision within 20 working days. If the assessment results in a different placement than the initial placement, a detailed rationale will be provided.
- An appeal process exists for employees or management, if either party wishes to appeal part of, or the entire job rating.

Saskatchewan Regional Colleges Re-Evaluation of Existing Positions

Important Information Regarding the Re-Evaluation of Existing Positions

- An employee, the union, or management may apply for a re-evaluation of an existing position based on significant verified changes in assigned duties and/or responsibilities.
- The employee will submit the Form B sections that require updating as a result of the change in their duties/responsibilities. The supervisor and employee need to review and agree upon the updated content and percentages prior to submitting this to the out-of-scope supervisor.
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- Assessments of the application for re-evaluation will not impact the ratings previously assigned to descriptive statements if there is no change to those statements **and the assigned percentages**.
- Any upward changes to a job classification as a result of this process will be effective as of the initial application date. Initial application date is defined as the date that the employee started the Form B, but this date cannot be more than 30 days prior to the date submitted to the out-of-scope manager.
 - Example #1:
Employee starts their Form B on November 1.
Employee submits the completed Form B to their immediate supervisor on November 10.
The agreed upon Form B is signed off and submitted to the out-of-scope manager on November 15.
The Initial Application Date is November 1.
 - Example #2:
Employee starts their Form B on November 1.
Employee submits the completed Form B to their immediate supervisor on November 10.
The agreed upon Form B is signed off and submitted to the out-of-scope manager on December 15.
The Initial Application Date is November 15. *(30 days prior to the date submitted to the out-of-scope manager)*.
- Any downward changes to a job classification will be managed in accordance with the Collective Bargaining Agreement re-classification language.
- If a change in the classification is the result of the re-evaluation process, the incumbent will be appointed, subject to challenge from more senior employees.
- Use the “Suggestions for Completing the Form B” beginning on page 1 of this document.