

Revised May 1, 2011-04-28

Instructions for filing for a JJE maintenance review

In order for a person or group to initiate a request through the maintenance committee with respect to a **CHANGED JOB** the individual, or group, **must** fill out and submit a Job Review Request Form and a Job Fact Sheet and an amended current provincial job description. An amended job description can be your current job description with additions or deletions as appropriate or if another provincial job description better captures your duties you may amend that one or submit it in its entirety.

The Job Review Request Form, the Job Fact Sheets and Job Descriptions of all job **classifications** are available on the joint job evaluation website along with blank forms at;

<http://www.working-for-health.ca/supportjobevaluation>. It is a good idea to submit other relevant additional information, including an explanatory letter indicating why you believe your job has changed. When filling out the documentation use as many examples as possible **to demonstrate the changes to your job**, and include supporting documentation. When you submit your documentation, you must make sure you adhere to all regional policies and procedures as well as the **Health Information Protection Act**. Information regarding HIPA can be found at www.oipc.sk.ca .

A copy of the submission **must** be sent to the Human Resources department of your health region and should be copied to SEIUWEST. **When submitting your maintenance request always keep a copy for yourself and if possible have a person of authority date mark and sign it when submitted.** The maintenance process can **ONLY** be initiated once all the required documentation is received by the Human Resources Department. The date of submission of **all the** documentation will set the date for retroactivity should there be any due on completion.

Possible outcomes for a maintenance file may include; status quo, changes made to your provincial job description, being assigned an alternate pre existing provincial job description or the JJEMC develops a unique job description provincially to address your situation.

The contact information is as follows:

1. Human Resources Department person responsible for JJE submissions and fax # as per your region (**see list below**)

Saskatoon Health Region-Kristen Vanderkooy-fax 655-2444

Heartland Health Region-Darlene Smith-fax 867-1877

Five Hills Health Region-Wanda Ogle-fax 694-0388

Cypress Health Region-Norma Kilcher-fax 773-9513

2. JJE Assistant, fax # 1-306-347-5906;

3. Russell Doell –Deputy Director, Contract Bargaining and Enforcement – SEIU-West, fax # 652-1392; e-mail russell.doell@seiu333.org