

## STAFF JOB DESCRIPTION REVIEW FORM

- Article 17.11 of the Collective Agreement outlines the steps to be followed before a job description is reviewed by the Job Classification Audit Committee (JCAC).
- A request for job description review may be initiated by the employee, supervisor, or senior administrator according to the process outlined below.
- In order to avoid delay, it is recommended that the supervisor contact the appropriate HR Advisor as early as possible in the process.
- This form is to accompany the review request submitted to Human Resources (HR) for the JCAC.

**17.11 Review of Job Description and Duties**

- (c) An employee may at any time formally request that his or her supervisor review the employee's job description to determine its adequacy. The request will be made in writing to the supervisor, will be accompanied by a copy of the employee's current job description and should include information concerning the reasons for the request.
- (d) The employee and their supervisor will meet within a reasonable and mutually agreed to timeframe to review the job duties.
- (e) Within ten (10) work days of meeting with the employee, the supervisor will consult with the appropriate senior administrator. The supervisor will provide the administrator with a copy of the current job description, and a summary of changes discussed with the employee.
- (f) The senior administrator shall give a written response to the employee within ten (10) work days from the date of the consultation with the supervisor. If the Senior Administrator approves changes in the job description, he or she will notify the employee that Human Resources has been advised to prepare a revised job description.
- (g) Human Resources shall, within ten (10) work days of receiving notice from the Senior Administrator, prepare a revised job description and forward it to the Senior Administrator for review.
- (h) If the Senior Administrator approves the revised job description, he or she shall forward the appropriate documentation to the JCAC within five (5) work days and will provide a copy to the employee. The documentation will include a copy of the current audited job description which notes all duties changed; and a copy of the revised approved job description prepared by Human Resources.
- (j) An employee may grieve his or her job description.

DATE sent to Supervisor		Incumbent
DATE received by Supervisor		Supervisor
DATE received by Manager		Manager <i>(as applicable)</i>
DATE received by Director		Director <i>(as applicable)</i>
DATE change approved		Senior Administrator
DATE sent to HR for JCAC		