



BC Government and  
Service Employee's Union

To: Managers and BCGEU Support Staff Members  
Douglas College

From: The Joint Job Evaluation Committee

Date: July 13, 2005

Re: Joint Job Evaluation Program  
Procedure to Request a Reclassification Review

This is a bulletin to update the membership of a procedural change the Joint Job Evaluation Committee has made regarding classification reviews.

The Employer advised the Union that three signatures (Supervisor, Administrator and Vice President) are needed for their administrative purposes. The Union agreed that this is a reasonable request.

Because this change could cause a slight delay, the JJEC wants to track when requests are launched and when they are received at the Joint Job Evaluation Committee (JJEC). ***For members filing a classification request, please forward a copy of your signed job description to the JJEC co-chairs prior to sending it up the line for additional signatures.***

For your information, the mutually agreed procedure is noted below. This agreement was signed off by the parties on January 12, 2004 and distributed to members and managers at that time.

If you require assistance please contact the JJEC Co-chairs: Bruce Clarke (BCGEU) or Victoria Acheson (College).

#### Procedure to Request a Reclassification Review

1. The employee or supervisor will identify a substantive change or changes in the duties of the position or missing duties of the position. The employee and supervisor will meet to discuss the changes or missing duties.
2. In the event an agreement cannot be reached, a BCGEU Shop Steward and/or Labour Relations Manager can assist the process.
3. The employee or supervisor will submit a reclassification request form to the Joint Job Evaluation Committee (JJEC) and attach an amended job description including those changes

or missing duties. Using “strike out” and “bolding” is helpful to the Committee. These forms are available through the JJEC co-chairs.

4. The JJEC will review the submission and any other pertinent data and rate the position using the Job Evaluation Plan. If it is not demonstrated that there is a substantive change in the duties of the position or missing duties, the classification will not change and the JJEC will send out a confirmation letter.

5. If it is demonstrated that there is a substantive change or missing duties and the JJEC can reach mutual agreement on the changes to the job description and rating, then the revision becomes an agreed to position and will be forwarded to the employee and supervisor in writing. The decision of the JJEC in either case (4 or 5) is final and binding.

6. The outcome of a submission can mean the position will stay at the same classification level, reclassify upwards or reclassify downwards. If the position reclassifies downwards, the employee’s wage rate is protected under the Article 29.8 of the Collective Agreement.

7. If the JJEC is unable to reach mutual agreement, internal referees will be appointed, one each from the Union and from the Employer, to resolve the dispute. If the referees reach agreement, their decision is binding on the parties. The decision will be communicated to the JJEC, who will inform the employee and supervisor in writing and make necessary changes.

8. In the event the referees are unable to reach agreement, the matter will be placed before an arbitrator who is skilled in classification matters. The arbitrator will hear the case and render a written decision which is binding on the parties.

9. The forgoing is in accordance with the Joint Manual “Douglas College/ BCGEU Joint Job Evaluation Plan Manual for Gender Neutral Job Description, Classification and Salary Administration dated February 1, 1998.” If there is a conflict between this procedure and the joint Manual, the joint Manual will apply.

Signed,

Victoria Acheson, JJEC Employer co-chair  
Chris Worsley, member  
Bob Cowin, alternate member  
Kris Remmem, College ex-officio

Bruce Clarke, JJEC Union co-chair  
Joanne Webb, member  
Wendy Waidson, alternate member  
De Whalen, BCGEU Staff, ex-officio