

Job Information Questionnaire (JIQ) & Classification Process CUPE Members & Supervisors

This document outlines the recommended process to follow when there are approved changes to job responsibilities. Normally, the process to revise a JIQ, including having all relevant signatures, should be completed within **ninety business** days of the request for review (Article 23.03).

Review of an Employee's JIQ by the Employee and their Supervisor occurs:

- Annually (or at minimum bi-annually), as part of the performance evaluation process **or**
- If an Employee or Supervisor feels that the position has changed significantly or that the JIQ does not reflect current responsibilities. If the new duties have been assigned to the Employee beyond three months, then the JIQ should be revised to reflect these changes
- Ninety (90) business days is a reasonable time for an employee to take on new duties without JIQ revision

RESPONSIBILITIES

Employees and Supervisors are expected to work together to ensure timely and accurate revisions to a JIQ. Employees need to be compensated appropriately for the work they are performing and Supervisors need to confirm the responsibilities their staff members are carrying out. If this confirmation is not carried out in a timely manner there could be negative financial impact for both the Employee and the College.

The following provides a general overview of the responsibilities of Employees, Supervisors and Human Resources when questions about job responsibilities/JIQ updates are raised:

Employee Responsibilities:

- Submits a written request to HR (a copy must be sent to their Supervisor and CUPE) if they feel their classification requires a review due to a change in job responsibilities. It is recommended that Employees include their reasons as to why they are requesting a review.
- Discusses changes to their JIQ/job responsibilities with their Supervisor and document whether they are temporary changes or permanent changes.
- Actively participates in updating their JIQ and adhering to established timelines. It is recommended that the process not take longer than ninety business days to complete.

Supervisor Responsibilities:

- Initiates the annual or bi-annual review of the JIQ as part of the evaluation process or as requested by an Employee.
- Discusses any changes to JIQ's/job responsibilities with staff and authorizes changes in writing.
- Actively participates in updating the JIQ and adhering to established timelines.
- Submits a hard copy of the final signed JIQ to Human Resources. Additionally, an electronic copy of the final JIQ should be submitted by email directly to the Human Resources Associate or by email to hro@rdc.ab.ca and copied to the Employee.

Human Resources Responsibilities:

- Provides support to Employees and Supervisors with JIQ development and/or revisions.
- Provides support to Employees and Supervisors with establishing timelines to complete JIQ updates and follow up to ensure both parties are actively engaged in the process.
- Follows up in writing when written requests for classification reviews are received.
- Coordinates the classification review process with the Joint Classification Committee.
- Communicates results of classification reviews in writing (email) to Employee, Supervisor, Finance, Payroll and CUPE.

PROCESS

- Either the Employee or the Supervisor can initiate a discussion to ensure there is mutual understanding of the expectations of the position.
 - This is why Employees and Supervisors should sign off the JIQ document, upon hire and then annually or bi-annually thereafter.
 - If an Employee has been asked to take on new duties on a temporary basis, determine an end date by which the new duties will end or make and document the decision for the new duties to continue on a permanent go forward basis.
- In accordance with Article 23.03, where the duties of a position have changed or the Employee believes their classification requires review because the job duties of a position have changed, **the Employee** submits a written request for review (email is acceptable) directly to the assigned Human Resources Associate or to Human Resources at hro@rdc.ab.ca. The Employee ensures a copy is sent to their Supervisor and CUPE.
 - The Human Resources Associate will provide support to Employees and Supervisors. This may include assisting with updating the JIQ, establishing timelines for completion, and following up to ensure both parties are actively engaged in the process.

- When updating the JIQ, keep in mind that it is not meant to be an exhaustive list of all job duties or to be a “task list.” It is meant to accurately describe the purpose of the position and provide a general outline of the scope of major responsibilities for the role.
 - Remember to track all changes made to the JIQ.
- Once the JIQ is finalized, it should be reviewed and discussed by the direct Supervisor and Administrative Supervisor to authorize that the responsibilities have been approved and that budget and operational implications have been discussed and documented. Then, all parties sign the JIQ (including the Employee, Supervisor and School/Division Leader), and submit the final signed hard copy to Human Resources. In addition, an electronic copy of the final JIQ (with tracked changes) should be submitted by email directly to the Human Resources Associate or to hro@rdc.ab.ca and copied to the Employee’s Supervisor.
- Human Resources will initiate a review of the JIQ by the Joint Classification Committee. The Committee is made up of two CUPE members and one HR representative.
 - The Joint Classification Committee evaluates the JIQ using the classification handbook. If there is a change to the classification level or reclassification, the effective date of the change will be implemented in accordance with Article 23.06 of the Collective Agreement which reads: *“The effective date of classification including appeals, shall be the date of the new incumbent commenced in the position or the first day of the pay period in which the Employee’s written request for review was received by Human Resources. Human Resources shall confirm receipt of the application for review via email. Should the classification change, the notice of reclassification shall clearly state the effective date as well as the effective date of the next step advance (if applicable).”*
 - Employees, Supervisors and CUPE will be advised of the results of the classification review in writing by Human Resources.
 - If the Employee believes that the committee has overlooked something after receiving the results of the classification review, they may submit an appeal to have alternate members of the Committee review the JIQ.
 - The Appeal process can be found on TheLoop on the Human Resources tab.

QUESTIONS

Human Resources and CUPE are available for support and guidance during this process.

Human Resources Contact Information:

Wendy Stafford , <i>Human Resources Associate</i>	wendy.stafford@rdc.ab.ca	403.342.3273
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CUPE Contact Information:

Trina Carroll , <i>President CUPE and Program Assistant Fitness & Wellness Services</i>	trina.carroll@rdc.ab.ca	403-343-4098
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