

JOB EVALUATION

COMMITTEE

**Bulletin
No. 01**

January 21, 2016

By Email: One page

BACKGROUND:

The provincial Support Staff Job Evaluation Committee, created in accordance with the June 7, 2014 Provincial Framework Agreement, is pleased to report the work of the committee has commenced.

COMMITTEE UPDATE:

The committee responsibilities include creating a provincial job evaluation plan which may include a regional or local approach. This work will require data collection and analysis and it is estimated by the committee the initial phase (i.e. development of the JE plan) will take approximately two years to complete.

While the committee continues its work, Districts and Locals should note the existing local job evaluation processes are unchanged and remain in operation.

Currently the committee is working on developing a terms of reference for the plan while considering possible plan models and the pros and cons of each.

The committee will be reporting key milestones to the provincial parties and will continue to communicate with School Districts and Locals through bulletins such as this.

REQUEST FOR INFORMATION:

As part of the necessary data collection, the committee requests from School Districts a **copy of all support staff job descriptions**. The job descriptions (JDs) can be submitted to Leanne Bowes (leanneb@bcpsea.bc.ca) and are requested to be submitted by **Friday, February 12, 2016**.

Please note the following:

- if your district has all your JDs posted online, a direct link is sufficient
- JDs can be sent as individual files or combined into larger documents
- total email size must be under 10MB
- there cannot be more than 30 attachments to any one email
- email attachments cannot be in .zip or .exe format
- hard copies will also be accepted if that is easier for the district to provide