



@WORK



The Job Fact Sheet (Job Evaluation Series)

The Job Fact Sheet (JFS) is a formal, written description that details your position's duties and responsibilities. It also includes the required "minimum" qualifications for the position. As well, the JFS is used to determine what type of position you hold (e.g. administrative, technical, trades, etc.) and its pay level. It is the JFS that supplies the necessary information so that the value of the job can be assessed properly, the right pay grade assigned, appropriate comparator positions used and internal equity maintained. The JFS will also be used when the University does compare its jobs with those of other Employers.

For any of these purposes, it is critical that your JFS contain clear, accurate information. The JFS does not have to be a novel. There are no bonus points for excessive detail. There are not special or specific words that will draw additional points. But, the content does need to honestly reflect the job to provide the evaluator a good understanding of what it is you do. When writing your JFS, you should begin by listing all the duties you perform (remembering to be concise but accurately reflecting your assigned tasks). The next step is to group like responsibilities together, normally around a common purpose. For example, if you have duties related to the reporting of grades, all the tasks related to that activity would be grouped together. For each group of tasks, you should then create an over-arching statement that generally captures the goal or focus of these duties.

It is important to remember that a fundamental principle of job evaluation is that it evaluates the position (i.e. the work done) and not the person doing the work. In this case, it is **not** about you. The Job Fact

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The Job Fact Sheet

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Sheet should also focus on the duties core to the position and not the additional one-off tasks that may be assigned to you from time to time.

Writing a Job Fact Sheet can seem to be an overwhelming task. The Human Resource website does contain benchmarks and some sample Job Fact Sheets to assist you (see <http://www.hrs.ualberta.ca/HiringandManaging/JobDesign/Support/Benchmarks.aspx>). These benchmarks and sample JFSs also provide information on types of positions with their corresponding grade levels and are also used to help ensure that jobs are evaluated consistently (all positions will be evaluated against these benchmarks).

Is your participation in the process guaranteed? In accordance with Article 15.04(a), Common Provisions, there should at least be an opportunity for feedback if it is your JFS that is being updated or written. However, there is no requirement for your department to accept that feedback and incorporate it into the JFS. It is important for you to realize that the content of each position is determined by your Management; the Employer determines what the job is. If the evaluation comes out higher than anticipated or than the department can afford, they can choose to remove or re-assign duties to adjust a position's grade level. It is important if that happens to your position that you are clear on the expectations and boundaries of your work.

Your JFS should be reviewed annually as part of the performance appraisal process to ensure that it still accurately reflects the job as currently being done. If it does not, it should be updated. This does not mean, however, that it will automatically be re-evaluated. Unless a job has significantly changed, it will not normally be re-evaluated within 36 months of the last evaluation or appeal decision. Changes deemed to be significant include adding or removing supervisory duties, changing your position's level of authority or decision-making, or the addition of new sets of tasks that require a different skill set. Changes in your job that are not considered "significant" are your volume of work, your own qualifications, interest or experience, your performance, the technological change you've dealt with and so on. You may, from time to time, assume duties on a temporary basis that are of a higher level. If these duties are not to be a permanent part of your job, this is more properly acknowledged by Responsibility Pay being awarded for the duration of these additional tasks. For further explanation of what is significant change and what is not, please see <http://www.hrs.ualberta.ca/HiringandManaging/JobDesign/Support/AikenPlanDefined.aspx>

If you have questions about Job Evaluation, please contact your Labour Relations Officer (LRO) at nasa@ualberta.ca or by calling 780-439-3181.

Long Term Disability—What Is It?

Last month we talked about the illness leaves in the Collective Agreement (Casual Illness and General Illness) and the need to provide more information the longer you are on a medical leave.

If it looks like your inability to work due to illness will extend beyond the 26 weeks of General Illness, then you may qualify for Long Term Disability (LTD) benefits. The LTD plan for support staff at University of Alberta is an Employer plan and is also a **total disability** plan. This second fact is an important condition to note. It means that you must document, with objective medical information, your **total**

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Long Term Disability

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inability to do your own job when you first apply for LTD. This means that if you are capable of some work, the expectation is that you will work part-time or in a modified capacity as part of your overall return to work. LTD may be granted to support this rehabilitation plan.

A great deal more information from both you and your doctor will be required for the LTD application than what you had to provide for General Illness Leave. Despite all the other documentation and medical information you have provided to Health Promotion and WorkLife Services (HPaWS) earlier in your illness absence, your LTD application must include objective medical information (test results, scans, etc.) that support your inability to do your own job. There are two parts to the application – one for you and one for your doctor(s) to fill out. Your part of the application asks about your illness symptoms as well as how your illness affects your ability to care for yourself, its impacts on your social life and on your ability to do common activities of life (i.e. cleaning, shopping, etc.). It is important that you complete this form fully. Your doctor's part of the application should contain information about this current illness as well as any chronic illnesses you may have that are currently active and are affecting your recovery.

Unfortunately, unlike general illness, all of the costs for the completion of forms or for providing this documentation are yours and not eligible for reimbursement. This process is administered within HPaWS. All information relevant to your application goes there to the attention of the LTD Administrator. Again, you, as an employee, are asked to be in touch with your department about the fact that you are still requiring medical leave and for letting them know how much longer your absence might be.

If approved for LTD benefits, your ongoing communication with someone from HPaWS will be required. The focus will be the same as with your earlier leaves – supporting you in recovery of your health, collecting information about the current state of your health, ensuring you are following your doctor's treatment recommendations and planning (when appropriate) for your return to your work or modified work when it is the right time.

If you are on LTD beyond the first 24 months, then you will come upon the Change of Definition (COD) point. At this point, you will have to provide medical documentation (objective, etc.) that supports a claim that you are not able to work at all in any gainful way; that is, you are totally disabled from doing **any** work - not just that you cannot do your pre-disability job. If you are unfortunate enough to be in this situation, you may qualify for LTD benefits until you turn 65. This would require that your health remains as it is or deteriorates during this time. You will also be asked to apply for the Canada Pension Plan Disability benefits. This is a requirement under the LTD Plan. The value of this benefit will be deducted from your LTD payment so that you will still have the same total 'income', only that now part of it is from LTD and part from CPP Disability. You should take note that both LTD and CPP Disability benefits end when you turn 65 (as long as you continue to have a medical condition that qualifies you for these benefits). After that, you would have to move onto other income sources (pension, retirement CPP, etc.).

If something is unclear or you have questions specific to you, please contact your Labour Relations Officer (LRO) at nasa@ualberta.ca or by calling 780-439-3181.

NASA

1200 College Plaza
8215 - 112 Street
Edmonton, Alberta T6G 2E1

Phone: 780-439-3181

1-877-439-3111

Email: nasa@ualberta.ca

<http://www.nasa.ualberta.ca/>



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<https://twitter.com/UnionNASA>

Editor: **Deborah Stewart**

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Our University Works Because We Do!

NASA LROs

Kathy Collins
(Acting Director of Operations)

780-989-6179

kathy.collins@ualberta.ca

Joy Correia—780-989-6186

joy.correia@ualberta.ca

Andy Lenz—780-989-6175

andy.lenz@ualberta.ca

Gerrie Rajotte—780-989-6182

gerrie.rajotte@ualberta.ca

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