# CONTRACT INTERPRETATION MANUAL

## Article 23 JOB DESCRIPTIONS

### Interpretation Guidelines

The most common reasons for objecting to job descriptions are related to excessive qualifications being required for the job and Employers trying to incorporate higher classification level duties into a lower level job (e.g. Level 2 duties in a Level 1 job).

Employers are required to prepare job descriptions for all positions containing the information listed in this article and send them to the Union office.

Job descriptions are required to contain:

1.  The job title;
2.  Worksite;
3.  Name of department;
4.  Title of the immediate supervisor;
5.  Classification and wage level of the job;
6.  A summary statement of the job;
7.  A list of duties, and
8.  The qualifications required for the job and the date prepared.

Job descriptions should be an accurate reflection of the type of responsibilities held by a job, the type of duties performed in the job and the qualifications required for the job. The Employer cannot require a degree for Level 3 positions. Employers cannot require a degree for a Level 4 positions (2019).

Job descriptions should not contain references to performance standards. Performance standards are descriptions of how the duties are to be performed. For example, "the employee will complete Nursing Care Plans accurately".

Employees are entitled to receive a copy of their job description from their Employer. Copies of the job descriptions should also be placed in an accessible location for employees and clearly identified.

Review Appendix HH as Employers will create new job descriptions to favour certain candidates' applications and the Union is monitoring this process.

Since the job description plays a significant role in selections (Article 18), it is important that Stewards ensure that the Employer has provided the Union with copies of all current job descriptions.

### Footnotes

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| **Article** | 23 |
| **Sub-Article** | 23.0 |
| **Last Update** | 31-03-21 |
| **Related Articles** | 3, 9, 10, 17, 18, 19, 21, 22, 62, 63, Appendix HH |