

Article 23

Article 23 - Job Descriptions

Related Articles: 3, 9, 10, 17.01, 18.01, 18.02, 18.03, 19, 21, 22, 61, 62

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 sprinkle upper classification level duties into a lower level job (e.g. Level 2 duties in a Level 1 job).

1. Employers are required to prepare job descriptions for all positions containing the information listed in this article and send them to the Union office.
2. Job descriptions are required to contain:
 - the job title
 - the qualifications required for the job
 - name of department
 - title of the immediate supervisor
 - classification and wage level of the job
 - a summary statement of the job
 - a list of duties, and
 - the date prepared
 - **New in 2006: worksite**
3. 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.

New in 2006: The employer cannot require a degree for Level 1 positions. The only exceptions are for public health nurse and preventative nurse positions. See Interpretation Guidelines at Article 17 for more information.

4. 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".
5. 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 in a binder (i.e. on each unit/worksite).

Article 23

6. **New in 2006:** After receipt of the job description, the Union has ~~28 days~~ 60 calendar days to file a written objection. The time limit was expanded to allow the Union to complete inquiries at the worksite where necessary. While this clause does not specify a dispute resolution procedure, the arbitration procedures set out in Articles 21 and 22 apply where the Union can show there is a significant change to the job content and/or it is a new position.

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

For more information on Article 23 - Job Descriptions, please contact a BCNU Classification LRO.

Additional References:

Other:

BCNU/HEABC Job Profiles - are included in this manual after Article 61.