

JOB EVALUATION

COMMITTEE

**Bulletin
No. 02**

May 16, 2016

By Email: One page

COMMITTEE UPDATE:

The committee has completed its project Terms of Reference which is available both at www.bcpsea.bc.ca and <http://bcschools.cupe.ca>.

Attached is an overview of the steps the committee will be progressing through while undertaking the JE project. The committee is currently undertaking step one and the data collection component of step two concurrently.

REMINDER: REQUEST FOR INFORMATION:

As part of the necessary data collection, the committee requested from School Districts a **copy of all support staff job descriptions** in February 2016. At this time, the following districts have not responded: **SDs 10, 19, 27, 36, 34, 41, 44, 51, 52, 60, 68, 70**. We request the job descriptions (JDs) be submitted to Leanne Bowes (leanneb@bcpsea.bc.ca) before the end of the school year.

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

COMMITTEE MEMBERSHIP:

John Horsfield – CUPE Staff

Kevin Rose – CUPE Staff

Karen Wong – CUPE 3742

Sherrene Ross – CUPE 5101

Leslie Franklin (*Alternate*) - CUPE 703

Leanne Bowes - BCPSEA

Joe Strain – SD37 Delta

Paul Standring – SD63 Saanich

Royce Norum – SD57 Prince George

Provincial Job Evaluation Project

