

LETTER OF UNDERSTANDING ON JOB CLASSIFICATION METHOD
Between
THE CITY OF FORT SASKATCHEWAN
and
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 843

Whereby both parties agree to the following:

Job classification is any method of organizing positions into similar occupational groupings.

The current method used as per Article 28 of this Collective Agreement is commonly known as Job Grading.

The normal process used is the development of classification descriptions. A classification description is a written description of a group of similar positions (i.e., similar duties, responsibilities and authority).

Classifications grades are also used to distinguish between levels of duties, responsibilities and authority. For example, grades are used to describe the differences between Labourer I and Labourer II; or among Clerk I, Clerk II and Clerk III.

Individual position descriptions are prepared in consultation with employees and their immediate supervisors. The position descriptions are then matched to the most appropriate classification description.

In general, individual position descriptions typically have the following components:

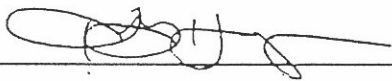
- Title (usually working title)
- Department (usually location of the job)
- Job Summary (usually two or three sentences to briefly describe or summarize the work performed)
- Tasks (typical duties performed by the job; usually 6 to 10 main task areas)
- Tools (can include tools, equipment and materials used to perform the work)
- Qualifications (usually basic qualifications as training, education and experience for entry into the job)

Using this Job Grade method, a Classification Description encompasses a variety of individual position descriptions. For example, a Clerk II classification may include such positions as Finance and Administration Clerk, Corporate Affairs Clerk and Community & Protective Services Clerk.

Agreed:

CITY OF FORT SASKATCHEWAN

CANADIAN UNION OF PUBLIC
EMPLOYEES, LOCAL 843



MAR 11 1997

11 March 97

DATE

DATE