



**FYI**



| PLEASE POST |

**Date: August 9, 2023**  
**To: All Members at Sooke Shelter Society**  
**Re: All-Staff Union Meeting on August 25, 2023**

We will be hosting an all-staff union meeting for all union workers at Sooke Shelter Society. The meeting will be held on Zoom on August 25, 2023 at 10 am.

In this meeting we will go over the classification process and what you can expect in the next few weeks. We'd love to see you there. To learn more about the classification process – click here. <insert link to flowchart>

**[Join us on Friday August 25 at 10:00 am](#)**

<https://us06web.zoom.us/j/88018245042?pwd=UkpiQWdJWFQzdytQZjNKcXVKMUNKUT09>

Meeting ID: 880 1824 5042

Passcode: 895458

Find your local number: <https://us06web.zoom.us/j/kbnRI7Fm69>

We are excited to continue working with you as you build and shape your union at Sooke Shelter Society and answer any questions you may have.

*In Solidarity,*

*Kathleen Mann and Prabhjot Kaur  
BCGEU Staff Representatives*

MoveUP  
FA-572

# 5 steps towards job classification of new jobs in Community Social Services



## Step 1

Your employer will write full and complete job descriptions for all your jobs and work with their association the Community Social Services Employer's Association (CSSEA) to classify them according to the Community Social Services Joint Job Evaluation Plan (JJEP).

You can find the job benchmarks from the JJEP here: <https://www.cssea.bc.ca/PDFs/JJEP/2016Benchmarks2.pdf>

You can find the 2021 Wage Grid here: [https://www.cssea.bc.ca/PDFs/JJEP/April12021\\_Wage-Grids.pdf](https://www.cssea.bc.ca/PDFs/JJEP/April12021_Wage-Grids.pdf)

- The JJEP is a system which classifies jobs based on your duties.
- Your job duties are compared to the duties in benchmark jobs to find the best fit according to overall scope and level of responsibility
- If no combination of benchmarks can be found to sufficiently match your duties, your job may be determined to be a unique job which is then classified by scoring your duties and qualifications using a point scoring system.

## Step 2

Once your employer has completed this step, they will submit all the new job descriptions and their respective classifications over to our union's classifications department for review.

## Step 3

Once our union has received all the job descriptions, a BCGEU Staff Representative who specializes in classifications will email you and provide the employer's classifications and description of your job.

## Step 4

Now, this step is crucial for you! You know your job the best - we need to hear from you so that you can let us know if anything is missing from your job description. Review your job description and contact [css.classifications@bcgeu.ca](mailto:css.classifications@bcgeu.ca) if you have any issues. We want you to be classified at the highest level that the job evaluation plan allows for and to do that we need to have a complete picture of the work you do.

## Step 5a

If everything looks right we will agree to the employer's proposed classification of your job.

## Step 5b

However, if you disagree, that is when we can raise this with your employer and if we continue to disagree we can take the matter to arbitration where a neutral third party arbitrator will make a decision based on the facts.

**When we get to Step 4, it is VERY IMPORTANT that we hear from you as soon as possible. We want to make sure we are as thorough as we can be to ensure all your job duties are captured, and you receive any changes to your working conditions that you are due.**