

Provincial Review Process:

- A Provincial Review on a Provincial Job Description is an opportunity for the employee (s) and the Out-of-Scope Supervisor to put forward information in regards to how the Provincial Job Description has changed since it was implemented or last reviewed.
- If the job duties have changed for the Provincial Job Description this is the opportunity to put this information forward to be considered in the updates for the Provincial Job Description.
- Provincial Job Descriptions and Provincial Job Fact Sheets are written to be representative of duties being done across the Province.
- Documents can be completed as an individual or as a group (employees must be in the same job).

If you believe the Provincial Job Fact Sheet is still representative of what you do:

- Check the box on the attached Provincial Review Process Form to indicate this and submit it to your Out-of-Scope Supervisor.
- Out-of-Scope Supervisor will forward to the employer's Human Resources department.

If the Provincial Job Fact Sheet no longer represents the positions duties:

- Print and complete the attached documents Provincial Review Process Form and the Provincial Job Fact Sheet.
- Sections 4-5 of the Provincial Job Fact Sheet contain the Provincial Job Description - Review/amend if your duties have changed. Draw a neat line through duties that you no longer perform and clearly write in new or changed duties in the appropriate areas (**Black Pen works best**). Additional information can be provided in the comments section of the document or by providing an attachment.
- Sections 6-16 - boxes have been checked and examples provided that were representative of the job when it was implemented or last reviewed. Review/amend these areas and the examples provided. If amendments are required, draw a line through the original response and check or clearly write in new or changed response.
- Completed documents are then submitted (keep a copy) to the Out-of-Scope Supervisor.
- **Out-of-Scope Supervisor will review the submission, provide comments (in the supervisors comments section only please)** and forward to the employer's Human Resources department.
- The Human Resources department will review the submission and submit to the JJEMC.