



Provincial Review Instructions

Provincial Review Process:

- A Provincial Review on a Provincial Job Description is the only 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 only 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 and may not include every task being performed in each workplace.
- 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If the Provincial Job Fact Sheet no longer represents the positions duties: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.