

APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED BY UWOSA
COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee

(A) Contact Information:

Name of person requesting appeal: CRAIG M. FLINN
Title: VENDING TECH
Phone: 438-1213
Email: -
Department: FOOD SERVICES + HOUSING

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(B) Position Information:

Current Incumbent: CRAIG M FLINN
Current Classification: DRIVER II
Classification Being Appealed: DRIVER II
Date Evaluation Results Letter Received: DEC 17 99

(C) Information Required For Job Evaluation Appeals Committee:

Reason for the appeal: I FEEL THE CLASSIFICATION DOESN'T ADEQUATELY REPRESENT WHAT MY DAY TO DAY JOB ENTAILS.
- JOB REQUIRES MY RESPONSIBILITY OF THOUSANDS OF DOLLARS AND EXPENSIVE EQUIPMENT.

Supporting Information (Optional): I WOULD APPRECIATE THE OPPORTUNITY TO VERBALLY EXPLAIN MY JOB AND SITUATION.

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: [Signature] Date: FEB. 15 / 2000

Please forward form to JEAC c/o Department of Employee Relations, Room 262, SLB

FOR EMPLOYEE RELATIONS DEPARTMENT USE ONLY:	
As applicable, copies of this form have been forwarded to the following:	
<input checked="" type="checkbox"/> Employee	<input checked="" type="checkbox"/> Supervisor
<input type="checkbox"/> Dean (or designate)	<input type="checkbox"/> Budget Unit Head (or designate)
	<input checked="" type="checkbox"/> UWOSA

UWOSA JOB EVALUATION RECORDING FORM

Of **Support Plan (APPEAL)**

Benchmark Job Num: 66
 Job Title: Driver II
 Eval. Date: 06 14 2000

Dept: Food Services
 Dept. Num: 520115
 Incumbent: C. Flinn
 Cite Mem. Present: UWOSA: M. Broadfoot, C. Bender, J. Sparks
 ADMIN: C. Bumbacco, V. Smith, C. Zrini

I	II	III	IV	V	VI	VII	VIII	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile				
													-	=	+	+	
								Job Knowledge	Secondary school diploma; drivers liscense; experience: minimal	Educ	2					X	
								Initiative	routine	Exper.	A	35				X	
								Complexity/Judgement	semi-routine; not many choices		2	20					X
								Contacts			2	15					X
								Errors	procedural errors		2	20					X
								Supervision of Others		Char.	1						X
								Effort/Demands	continual lifting	Scope	A	5					X
								Physical Environment	minor discomfort		3	60					X
											2	20					X

Total Pts: 195

CLASSIFICATION ASSIGNED

Group: Driver II
 Level: 2
 EVAL. DATE: 06 14 2000

Co-Chair Signatures: UWOSA: J. Sparks
 ADMIN: C. Bumbacco
 APPEALCFLINN.xls

JOB DATA SUMMARY NON RE APPOINTMENTS

THE UNIVERSITY OF WESTERN ONTARIO SALARY ADMINISTRATION

U.W.O. ID NUMBER

PRESENT INCUMBENT
SURNAME FLINN
INITIALS C.M.

POSITION IDENTIFICATION
DEPT. NO 520115
P.S. JOB CODE ~~V5542~~
SD2

BASIC POSITION INFORMATION

DEPT. NAME Housing + Food Services
SECTION NAME Food Services
LOCATION Vending
WORK WEEK HRS. 40
SUPERVISOR SURNAME Roberts INITIAL K PHONE 85036

ADMINISTRATION USE	
CLASS	<u>3</u>
CLASS	
ANAL	

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
1.	Filling Vending Machines ensuring all selections full ^{and} accurate	49%
2.	Collecting money and recording accurate readings	7%
3.	Miscellaneous pick-ups and deliveries for Cash Operations units	10%
4.	Drive from location to location (73 across campus)	14%

NO.	OTHER DUTIES (less than 10%)	%
1.	Fill Vending Truck with inventory	7%
2.	Order all cold drink beverages for maintaining inventory	3%
3.	Cleaning Vending Machines and completion of basic upkeep and maintenance	10%
..	Miscellaneous duties as required	

PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

N/A

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM REGULARLY.

- Training and guidance for new employees
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

N/A

4. IF YOU COMPOSE (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Correspondence: <input type="checkbox"/>	<input type="checkbox"/> Complete Composition <input type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	
Reports: <input type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	
Other: <input checked="" type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input checked="" type="checkbox"/> Prescribed format	Ordering of cold beverages for resale

5) WHAT ARE THE MINIMUM SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE REQUIRE TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- Class G drivers license
- Grade 12 education
- Ability to lift heavy loads
- Bendable

PLEASE DESCRIBE THE NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.

- Meets daily with direct supervisor (approx. 15 minutes)
- Incumbent directed to fulfill special needs of the department, not part of the regular work day.
- Incumbent then on his own to complete job functions

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Minor service-related problems such as coin-jams in machines, product jams in machines

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Significant mechanical problems of vending machines serviced.
- Cold beverage supplier problems
- Vehicle maintenance problems
- Customer relations problems

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

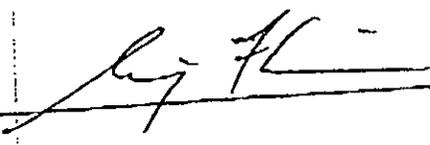
- Daily route schedule pre-prepared. Incumbent expected to notify supervisor if changes to schedule required.

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR MOST IMPORTANT CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE COMMUNICATION (e.g. Purchasing Agents)	LOCATION		FREQUENCY			PURPOSE OF THE (e.g. to provide information concerning...)
	(inside dept)	(outside dept)	(dly)	(wkly)	(mthly)	
Coca-cola beverages		OUTSIDE		X		To order product
Courtney Distributing		OUTSIDE		X		To order product
Mark Garvie		INSIDE		X		To get information
Carl Mantas Supervisors		INSIDE	X			regarding timing of Pizza delivery schedule

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member: CRAIG FLINN

Present Classification TP Signature  Date NOV 15/99

Supervisor: Kingsley Roberts

Signature  Date NOV 15/99

THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS

JOB DATA SUMMARY
NON RF APPOINTMENTS

A. USE

This Job Data Summary must be used to describe all **SESSIONAL AND TERM** (i.e. non RF) STAFF POSITIONS eligible for membership in the U.W.O. Staff Association. *Please note: This form is not required for employees who are:*

- > Full-Time students of The University of Western Ontario.
- > Students employed during their vacation period.
- > Continuing (i.e. regular full-time) Staff in acting appointments.
- > Sessional/Term (i.e. non RF) Employees regularly employed for not more than 24 hours per week.
- > Sessional/Term (i.e. non RF) Employees who are hired by the University of Western Ontario pursuant to a written individual contract of employment with a definite term of eight (8) consecutive months or less and who in fact work for The University of Western Ontario for eight (8) months or less in any period of twenty-four (24) consecutive months.
- > Post Doctoral Fellows.
- > Non RF Staff in P.M.A. level positions.

Should you require assistance in completing this form, contact Salary Administration at extension 2198.

B. EMPLOYEE INFORMATION

(a) Does this person have a signed contract with a termination date? NO: YES: _____ (if yes, please attach copy)

(b) Has the employee previously worked at Western? NO: YES: _____

If yes, (i) Start Date: yr. _____ mth _____ day _____

(ii) End Date: yr. _____ mth _____ day _____

(iii) Dept: _____

(c) What is the incumbent's original start date in this position: yr. 97 mth 12 day 18

C. APPOINTMENT PATTERN/ STRATEGY: Select one only

(a) Is this incumbent's work pattern sessional? (i.e. regularly recurring work periods and absences) NO: YES: _____

If yes, (i) Sessional Start Date: yr. _____ mth _____ day _____

(ii) Sessional End Date: yr. _____ mth _____ day _____

(i) *TF Job Status*

Work Pattern: Average or typical hrs/ week _____ days/ week _____ Term. Date: yr. _____ mth _____ day _____ (if known)

(ii) *TP (H,EH) Job Status*

Work Pattern: Average or typical hrs/ week 40 days/ week 5 Term. Date: yr. _____ mth _____ day _____ (if known) N/A

APPOINTMENT RESPONSIBILITIES: Use Part A, B or C depending on the nature of the appointment.

PART A

Where the duties performed are essentially the same as those of an existing Continuing (i.e. RF) position, please provide the Name, Dept. Name & Code and Position Title of the Continuing (i.e. RF) employee (only one Continuing EE, if there is more than one Continuing (i.e. RF) EE) with the same duties):

N/A

Cont. (RF) EE Name: _____ Dept. Name: _____

Cont. (RF) Job Title: _____ Dept. Code: _____

(a) Is this appointment a temporary replacement in this Continuing (i.e. RF) position (e.g. maternity leave, secondment, etc.)?

NO: YES: _____

PART B

NB: If this person performs the virtually same duties as another Sessional/Term (i.e. Non RF) appointment for which a Job Data Summary has already been completed, provide the following information:

N/A

Person's Name: _____ Dept. Name: _____

Sessional/Term (i.e. Non RF) Job Title: _____ Dept. Code: _____

PART C If Part A or B do not apply, complete the following Job Date Summary Questionnaire.

E. NOTES

The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration in Employee Relations Department.

The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)

If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

A change in duties and/or responsibilities does not automatically imply a change in classification and salary.

A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Job Data Summary Questionnaire.

Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

Routing approvals: I agree that this review is required

Immediate supervisor Kingly Roberts

Department Head _____

Dean's Office _____

Date November 15, 1999

Appeals Committee

A number of months ago, Craig Flinn and I completed Craig's job description within the scope of the Job Description Document. At that time, both Craig and I felt that our documentation was indicative of the jobs and duties that were required of the position.

At that point, we left it up to the Committee to evaluate Craig's job functions and classify this job based on our documentation.

As I don't pretend to be an expert in that field, I leave this appeal up to the discretion of the "Job Evaluation Appeals Committee" to distinguish whether the classification of "Driver II" is justified.

As requested by Bob Baron, here is the other information that you have requested:

1. Yearly vending sales Craig is accountable for \$250,000.
2. Daily Sales Craig is accountable for \$1,000 - \$3,000.
3. Daily Cash Float - \$125.00
4. Cash Run - Occasionally during the school year, and often in the summer, Craig is responsible for picking up and delivering cash from open cash operations. Five units are open during the summer. He also picks up Graphics change from their photocopy sales (approx. \$6,000 per month in summer) and delivers this to our offices in Lambton Hall during the summer period.
5. Weight of packages - Each case of juice/pop weighs between 5-20 lbs. Craig fills approximately 50-90 cases per day.
6. Craig, occasionally, helps the Senior Vending Technicians move 500 lb vending machines using state of the art machinery.
7. Cash Operations - Craig is regularly asked to move smaller items from location to location on campus. If the item is heavy, help is always granted.
8. Pizza Pizza - Craig is responsible for loading and delivering Pizza Pizza food and paper products from U.C.C. to five locations on campus. This takes 3 hours, twice a week. The items delivered include 40 lb pizza dough containers and similar weight cheese cartons.

Please do not hesitate to contact me if you require further information.

Thank you.

Kevin McCabe
Assistant Director, Hospitality Services
Cash Operations & Vending Services