

**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: **Susan Buitinga**
Title: **Administrative Assistant**
Phone: **(519) 661-2111 ext 88910**
Email: **sbuiting@uwo.ca**
Department: **Bachelor of Health Sciences Program, Faculty of Health Sciences**

(B) Position Information:

Current Incumbent: **Susan Buitinga**
Current Classification: **Administrative Assistant (Salary Grade 10)**
Classification Being Appealed: **Salary Grade 10 change to Salary Grade 11**
Date Evaluation Results Letter Received: **May 29, 2006**

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal:

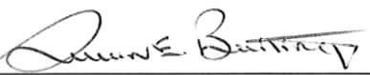
The job itself reflects very similar responsibilities to other Administrative Assistants within the Faculty of Health Sciences and language from those similar positions was used to craft this description. They are evaluated at a higher level.

In discussions with Human Resources, we were advised that the key missing component was supervision and that the UWOSA level jobs which are similar are not doing discipline, but are supervising and providing performance feedback to the individuals conducting the appraisal. In this role, I am required to manage 48 Teaching Assistants in the Fall term and 48 in the Winter term and assign workload to them for proctoring in accordance with their signed employment agreement, monitor their performance in this respect and bring to the attention of the Director any anomalies that occur, or concerns that the faculty supervisor may have which I am unable to resolve, etc. I create job descriptions, hire and assign work for the Work Study Bursary students. I may also assign workload to the Secretary-Receptionist as required, and provide feedback to the Office Manager/Senior Academic Counsellor on an informal basis.

Supporting Information (Optional):

Letter from incumbent, Susan Buitinga, Administrative Assistant, BHSc Program
Letter from Professor Steve Trujillo, Acting Director, BHSc Program
Letter from Dawn Munday, Senior Academic Counsellor, BHSc Program

(D) Approvals:

Signature of Person Appealing:  Date: June 7 2006

The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.



June 6, 2006

Job Evaluation Appeals Committee (JEAC)
Human Resources
Room 262, Stevenson-Lawson Building
The University of Western Ontario
London, Ontario
N6A 5B8

Dear Committee Members,

I am writing to appeal the decision received in the attached Memorandum, regarding a requested re-evaluation of my position as Administrative Assistant in the Bachelor of Health Sciences Program, Faculty of Health Sciences.

In consultation with my Chief Operating Officer for the Faculty of Health Sciences, Eileen Grainger; the Academic Counsellor, BHSc Program, Dawn Munday; and the Acting Director, Steve Trujillo; it was suggested that my job description be re-written and re-classified to bring it in line to an equitable level as the other Administrative Assistants within the Faculty of Health Sciences. They have fully supported a change in classification as my position and duties are identical to my peers within the Faculty.

Thank you for considering my request and I look forward to your decision.

Sincerely,

Susan E. Buitinga
Administrative Assistant
Bachelor of Health Sciences Program, Room 222
Arthur and Sonia Labatt Health Sciences Building
The University of Western Ontario
London, Ontario N6A 5B9
Tel: 519 661-2111 ext. 88910
Fax: 519 850-2432
sbuiting@uwo.ca



June 6, 2006

Job Evaluation Appeals Committee
Human Resources
The University of Western Ontario
Room 262, Stevenson-Lawson Building

Mrs. Sue Buitinga was recently informed that her application for a salary grade upgrade was denied. She is appealing that decision. This letter is in support of that appeal. I am the Acting Director of the bachelor of Health Sciences Program and have worked directly with Mrs. Buitinga for 6 years, three in a former capacity as Director of the BHSc Program. I am able to comment knowingly of her many and significant contributions to the development and management of the Program that has about 1200 students.

I will focus on her supervisory contributions however, because they appear to be the basis of the denial of her application. Mrs. Buitinga is responsible for the conduct of the Graduate Teaching Assistant component of the Program. It is a significant element of our day-to-day teaching mission. There are approximately 50 GTAs working in our Program during the academic year. Naturally, she processes the necessary paperwork that is attendant with the hiring of the graduate students. Importantly, she also participates actively in the decision making process of which graduate students we hire. She helps match GTAs with courses and instructors. These important personnel decisions are handled very well and she shares that primary responsibility along with the Director of the Program. She consults with the graduate chairs of the academic home units of the GTAs. Once hired, Mrs. Buitinga ensures that the GTAs meet their responsibilities. She does this in consultation with the faculty members who are assigned the GTAs. She monitors their performance to ensure that the GTAs meet their primary classroom, lab and seminar duties but also their associated responsibilities such as proctoring exams in courses to which they are not directly assigned. When necessary, Mr. Buitinga counsels GTAs about their performance and directs behavioural improvements as indicated. The BHSc GTA system operates smoothly and effectively through Mrs. Buitinga's direct and active management of this essential component of the Program.

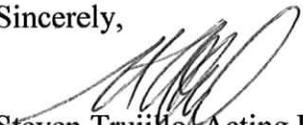
Within the office environment our Program is fortunate to enjoy and benefit from harmonious and collegial working relationships. This is true for all full and part time staff and faculty, GTAs and work bursary students. To maintain this positive working environment it is necessary to obtain reliable and objective information about the day-to-day operations from staff members. They provide feedback about things that go well and things that need attention. I rely on Mrs. Buitinga (and others) to give me feedback. As per the UWOSA rules members cannot supervise other members of UWOSA. However,

the feedback and insights about the management of the office provided by Mrs. Buitinga are fundamental to the smooth operation of a very busy office.

I have taken the effort to compare the essential job responsibilities of UWOSA members who have responsibilities similar if not identical to those of Mrs. Buitinga. I have done this by checking with the six sister units of the Faculty of Health Sciences. The results of that analysis showed clearly that Mrs. Buitinga's roles and responsibilities are identical, with the exception that she is dealing with a larger budget, manages more GTAs, and is responsible for more students.

For the reasons outlined above I submit that Mrs. Buitinga deserves to have her contributions fully recognized by according her a salary grade increase from grade 10 to grade 11.

Sincerely,



Steven Trujillo, Acting Director
Associate Professor



June 7, 2006

Job Evaluation Appeals Committee (JEAC)
Human Resources
Room 262, Stevenson-Lawson Building
The University of Western Ontario
London, Ontario
N6A 5B8

Dear Committee Members:

I write this letter in support of Susan Buitinga's appeal of her salary classification as a result of the submission of her revised job description. While it is not possible to predict or promise role classification outcomes, every effort has been made to bring this position in line with other similar roles within the Faculty of Health Sciences. Language from those descriptions was used to craft this one. Although as Office Manager, I am Sue's direct supervisor, her primary responsibility is for the work of the Director of the Bachelor of Health Sciences and her position reflects similar positions in the Faculty of Health Sciences which are evaluated as SG 11.

In discussions with Human Resources regarding the reasons for the classification (absence of supervision of UWOSA level staff), I do not feel that the magnitude of Sue's responsibilities for Human Resources within the Bachelor of Health Sciences have been recognized.

1. Sue manages the administrative function in the hiring of Graduate Teaching Assistants, working with the Director, and meeting with graduate programs and the Director to coordinate and do the hiring and contracting of approximately 48 GTAs in each of fall and winter term for the Bachelor of Health Sciences from GTAs housed in other schools/programs/faculties. She meets with GTAs regarding their contracts and hours, and is solely responsible for the assignment of proctoring workload (which is significant and complex), and is expected to resolve problems on her own with respect to anomalies and conflict to ensure that the GTAs meet their obligations in this regard (i.e., supervision) and that the examinations to which she assigns them are appropriately staffed to avoid student appeals.
2. Sue hires and assigns all workload to the BHSc office work study students (approximately 3 per year). She is responsible for their performance, attendance, and may choose to terminate their employment if it is unsatisfactory.

3. Sue is responsible for the training of the Secretary-receptionist as back up to the position and may assign workload to that individual as required. The incumbent is ultimately responsible for the quality of that assigned workload.
4. The Bachelor of Health Sciences budget is higher than most of the Administrative Assistants in the Faculty (who are evaluated at a higher classification) and she has significant responsibility for problem solving and management of the budget.

If you have additional questions regarding this job description, I would be pleased to answer them.

Sincerely,



Dawn Munday
Senior Academic Counsellor and Office Manager
Bachelor of Health Sciences Program

CC: UWOSA
E. Grainger



MEMORANDUM

TO: Job Evaluation Appeals Committee (JEAC)

FROM: Eileen Grainger, Chief Operating Officer

DATE: June 13, 2006

SUBJECT: Susan Buitinga

I am writing this letter to identify some of the similarities and differences in the responsibilities in Susan Buitinga's job description when compared to Administrative Assistant positions in other Schools of similar size, within the Faculty of Health Sciences. This information is factual and unbiased and is not intended in any way to influence the evaluation process of the Appeals Committee.

	<u>BHSc Program</u>	<u>O T</u>	<u>PT</u>
Full-time Faculty	11	13	13
School Budget	\$2,001,117	\$1,818,164	1,908,428
# of UG students	1,105	Nil	Nil
# of Grad. Students	Nil	96	96
Budgetary responsibilities	30%	20%	30%
Human Resource Responsibilities	35%	25%	20%
Supervisory Responsibilities	96 TAs, Work study Stds.	SG 10, PT Sec, PT clerk, Work study stds.	Sec. IV, PT sec. Work study stds.
Provides Performance Feedback	Yes	Yes	No
Administrative responsibilities (Support to Director)	20%	40%	28%
Program Duties	10%	N/A	20%
Reports to	Acad.Counsellor/Office Manager	Director	Director
Signing Authority	\$5,000 limit	\$5,000 limit	\$5,000 limit

The skills, abilities and qualification requirements for these positions are identical.

Since the Schools of OT & PT only have professional graduate programs, the administrative assistants also have the responsibility for all matters related to funding, academic standards, thesis requirements, bi-annual and annual accreditation reports required by accreditation bodies and OCGS process set by the Faculty of Graduate Studies. The appointment of these students which also consist of International students and the management of scholarships, bursaries and varied and complex funding structures, grade submissions and marks management add a further dimension to these roles.

I trust this information is useful to the Committee in reaching a final decision.

UWOSA JOB EVALUATION RECORDING FORM
Office support positions

TECHNICAL EVALUATION F

Dept: Bachelor of Health Sciences program, Faculty of Health Sciences **Dept. ID** _____
Job Title Administrative Assistant **Jobcode** _____
Incumbent: Susan Buitinga **Eval. Date:** 21-Aug-06

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS
I	Job Knowledge	College diploma Knowledge of accounting program/payroll	Educ	3	105
			Exper.	F	
II	Initiative	Initiative required in budget work, payroll, coordinating of meetings/retreats		3	35
III	Complexity/Judgement	Dealing with TA issues (many of faculty are part-time); coordination for proctoring exams; grants with different rules		5	55
IV	Contacts	Faculty, TA's and those outside UWO related to retreats, meetings; extensive contact with TA's around various issues		3	45
V	Errors	Handles university budget for unit and number of grants with differing rules		3	45
VI	Supervision of Others	3 Work study students	Scope	2	10
			Char.	A	
VII	Effort/Demands			2	30
VIII	Physical Environment			1	10

CLASSIFICATION ASSIGNED

Total Pts: 335

Group: _____

Level: _____ SG 10 (301-375points)

Signature: Nan Weiner (by email) **DATE:** 21-Aug-06

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS

SOCIAL INSURANCE NO. _____ PRESENT INCUMBENT SURNAME BUITINGA INITIALS S POSITION IDENTIFICATION DEPT. NO. _____ P.S. JOB CODE _____

BASIC POSITION INFORMATION

DEPT. NAME _____
SECTION NAME _____
LOCATION _____
WORK WEEK HRS. _____

FOR SALARY ADMINISTRATION USE	
CLASS'N	Salary Grade 10
CLASS'D	EFFECT
Date	Date
ANALYST	Relevet

SUPERVISOR SURNAME _____ INITIAL _____ PHONE _____

- 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	%
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The BHSc Program Office services >1100 students and provides the administrative function to the Director, faculty members and Academic Counsellors with 3 full-time administrative staff positions. As a consequence, there is minimal opportunity for training, and the incumbent in this position is expected to be resourceful, and capable in the acquisition of new knowledge. The incumbent reports to the Senior Academic Counsellor, Bachelor of Health Sciences, works primarily for the Director of the BHSc Program and is expected to work independently with minimal supervision.

The incumbent is responsible for workload from:

- the Director of the Undergraduate Program regarding administrative matters.
- the Senior Academic Counsellor regarding program matters

The current faculty complement in the Bachelor of Health Sciences Program is as follows:

Full-time faculty: 11
Part-time faculty: 17-22
Graduate Teaching Assistants: 45-50 in each of fall and winter terms
BHSc Program Enrolment ~1100

It is expected that all staff carry out their duties in the Undergraduate Office at all times respecting the confidential and personal nature of the information processed and the Privacy laws which govern student information.

MAJOR DUTIES

Support to Undergraduate Program Director (20%)

- Prepares expense reports, including allocating accounts, and reconciling of reports on behalf of Director, BHSc faculty, and staff and reports anomalies or concerns to the Director.
- Coordinates Health Sciences Program meetings and retreats. Incumbent is responsible for all administrative aspects of the Bachelor of Health Sciences Program meetings, and Program retreats. S/he schedules, books rooms, arranges food when required and provides administrative support to these Committees; in addition, s/he issues the agenda under the direction of the Director or designated faculty member, takes the minutes, and is solely responsible for maintaining an accurate archival record of meetings with approved minutes, agendas, handouts, etc.
- Acts on own initiative to determine and provide assistance to Director in non-routine matters that arise, keeping

Senior Academic Counsellor aware of ongoing activities.

- Assists in the preparation of or in some cases prepares reports, statistics, and information gathering
- Completes special projects as assigned by the Director, Bachelor of Health Sciences Program.
- Compiles and produces faculty research database; coordinates faculty research communications including submission to the Western News
- Maintains records of Committee membership and terms for all BHSc Committees and coordinates nominations and elections
- Schedules appointments/manages calendar for the Director, BHSc Program

Budgetary Responsibility (30%)

- Assists the Director and participates in the planning and submission of the Program Budget (>\$700,000), the annual plan and the 4-year planning document.
- Manages, monitors and verifies the BHSc Program budget, all research accounts (>\$150,000 and growing), part-time faculty and staff payroll transactions, and all other awards utilizing Peoplesoft. Resolves account allocation problems on own, and reports anomalies to the Director. Reviews budget reports, noting any action that needs to occur on research accounts near their close out date, or all accounts in a deficit.
- Provides Director and Sr. Academic Counsellor with monthly statements of the BHSc Program Budget and faculty grant holders with monthly grant statements; prepares periodic budget projections when necessary
- Expedites all financial transactions for operating budget and research accounts (including monthly and weekly payrolls, purchase orders, expense reports, cheque requisitions and one time payments)
- Inputs journal entries online, prepares budget transfer forms
- Negotiates equipment contracts with suppliers (eg. Canon, Pure Water, Babinsky & Associates)
- Attends monthly Administrative Assistants' meeting with Faculty of Health Sciences Chief Operating Officer
- Signing authority of \$5000 assigned to this position

Salary Administration and Human Resources (35%)

Incumbent is cognizant and respects the confidential nature of all salary administration/human resource issues.

- Responsible for all salary administrative support requirements for Graduate Teaching Assistants (~45-50 per term) and part-time faculty (~20), staff, teaching assistants, research assistants, scholarship/fellowship recipients and work study students including completion of Termination and Staff Appointment Notices, Faculty Appointment Notices in compliance with the applicable Memorandum of Agreement.
- Supervises and assigns work to work study students (1-2 students) in the BHSc Program Office; monitors hours of BHSc work study students, and submits salary requests for all work study students. Is accountable for orientation and training of staff (where appropriate) and work study students.
- Assists with the orientation of new faculty. The BHSc Program has a high number of part-time faculty. Maintains a "Teaching Procedures Manual", with some parts directly falling to the incumbent to create and revise as needed, and other sections require the incumbent's coordination for revisions and ensures that it is distributed to instructors and staff in a timely fashion.
- In consultation with Director and Graduate Program Chairs, solicits and assigns G.T.A.s to courses (45-50 students per term)
- Prepares contract letters for Graduate Teaching Assistants and newly appointed staff members
- Maintains confidential staff/faculty files
- Maintains records of vacation leaves, sick leaves and provides faculty/staff with annual report on vacation/sick leave for their confirmation. Reconciles any discrepancies
- Assists the Director with the Annual Performance Evaluation process in accordance with the UWOFA Collective Agreement, including receiving and date stamping ARR's, listing non-receipted ARR's, distributing ARR's to Director or Performance Evaluation Committee. Preparing files for the review of the Director for the ARR, typing and formatting reviews.
- Prepares and runs advertisements for limited duties appointments in accordance with UWOFA agreement.
- Prepares and maintain the faculty workload documents for the BHSc Program under direction of the Director
- Assist with the established of Promotion and Tenure Committee for the BHSc Program; maintains promotion and tenure files for committee members
- Responsible for the faculty recruitment/appointment process in accordance with the UWOFA Collective Agreement (ensures that limited duties appointees' tier status is correct, collects application letters, completes summary table, prepares acceptance and rejection letters according to the deadline indicated by UWOFA, arranges interviews, completes part-time request forms, employment history record and recruitment survey
- Manages projects/change management (e.g., renovations of space, allocation of office space, etc.)

Program Duties (10%)

- Assigns proctors to midterm and final examination in accordance with the Senate guidelines for number and gender

of proctors for examination purposes from pool of GTAs with proctoring responsibilities. May be required to solicit additional proctors from the faculty Graduate students and compensate in accordance with salary guidelines set by the Program Director.

- Coordinate and conduct in instructor/course evaluations for all BHSc undergraduate courses. Liaise with Institutional Planning Office regarding which courses require evaluation, instructors and special needs for Health Sciences, and respecting the confidential nature of the evaluations. Course evaluations with fewer than 150 students are conducted by one staff. For larger courses, or time conflicts, the incumbent may require the assistance of the BHSc Secretary. Course evaluations are sensitive in nature, highly confidential and the comments are only for the edification of the faculty member being evaluated. The incumbent must respect the privacy of the individual and ensure that these comments are not reviewed by themselves or others prior to forwarding the completed student forms to Institutional Planning.
- In consultation with the Senior Academic Counsellor, organizes all details of the BHSc Convocation reception within budgetary restrictions, including booking location, ordering food, creating and issuing invitations to graduating students, and to appropriate faculty and staff, organizing agenda and presenters for awards, and arranging of other BHSc awards (purchasing awards, arranging engraving, etc.), resolving emergency issues during/prior to reception.

NO. OTHER DUTIES (less than 10%)

- Maintains Policies and Procedures Manual for the Program
- Maintains/composes Procedures Manual for position
- Coordinates Western Telephone Directory submission and updates as needed
- General office support as required
- Photocopier access accounts – sets up, monitors and reports usage to Director
- Prepares annual listing of faculty and staff with name, university and home address, telephone numbers for home and on campus, and email for distribution to Director and staff.

2) 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)	

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

- Training and guidance for new employees (Work study students and new staff)
- Work distribution and/or verification of results (T.A. proctoring responsibilities, work study students)
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement: work study students

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

Type of Composition	Method of Composition	Brief Description of Content
<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Complete Composition letters to visitors, etc.	routine letters, memos, email, itineraries,
	<input type="checkbox"/> Partial composition with general direction (verbal or written)	appointment letters
	<input checked="" type="checkbox"/> Prescribed format	
	<input checked="" type="checkbox"/> Complete composition	Minutes, periodic budget reports

Reports Partial composition ...
 Prescribed format Budget

Other: Complete composition Instructor manual
 Partial composition ... Other as required
 Prescribed format

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

The BHSc Program Office services .1100 students and provides the administrative function to the Program Director, faculty members and Academic Counsellor with 2 full-time administrative staff positions. As a consequence, there is minimal opportunity for training, and the incumbent in this position is expected to be resourceful, and capable in the acquisition of new knowledge.

- Competent with Peoplesoft student records system and Peoplesoft financial system
 - Competent with procedures with administration of Salaries
 - Community college diploma in related area with at least 5 years experience in a senior administrative position
 - Excellent interpersonal skills
 - Ability to work effectively under pressure in a disruptive environment
 - Excellent organizational and problem-solving skills
 - Ability to exercise initiative, be diplomatic and must maintain confidentiality of sensitive information
 - Strong written and oral skills
 - Good time management skills
 - Familiarity with UWO policies and procedures, especially with respect to academic requirements and policies.
 - Good working knowledge of accounting concepts
 - Proficiency with computer programs, ie., Windows, Word, Excel
-

6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

The incumbent works virtually independently; matters within the scope of the job not requiring the Director or Academic Counsellor's personal attention are handled on the incumbent's own initiative, utilizing sound judgement and effective problem solving skills. The incumbent is expected to communicate decisions taken which may impact on the Director or Academic Counsellor's role.

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

- Concerns of faculty and students re office routine, teaching facilities, etc.
 - Prioritizing of workload
 - Ensuring that task deadlines are met
 - Budgetary concerns relating to billing and payment of invoices
 - Clarification of financial transactions and statements
 - Ascertains that all new faculty and staff attend the Occupational Health & Safety seminar
 - Equipment breakdown/maintenance/negotiations of new contracts
 - Conflicts of meeting schedules
 - Student enquiries regarding appeals, program information within the scope of authority
 - Conflicts/absence of proctors/GTAs
-

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

Consults with Director re purchases of capital equipment
Any unusual matters/concerns beyond the incumbent's scope of authority

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

- Close monitoring of budgetary matters (ongoing)
- Meetings of committees
- Program retreat
- Convocation luncheon
- Farewell and retirement receptions (as required)
- All aspects of hiring, compensating, terminating proctors, scheduling, etc.
- Schedules, arranges for evaluation materials, and conducts course evaluations for all Health Sciences (during 3 week period, each term)
- Compensation of part-time staff and faculty and work study students (weekly)
- Organizing GTA payroll and contracts

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 (e.g. Purchasing Agents)	LOCATION (inside outside)		FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	dept	dept		
Director	X		X	provide administrative support
Chief Operating Officer	X		as required	financial matters, FANS, SANS
Office of Assistant Vice Provost (academic affairs)		X	as required	faculty appointment status, UWOFA terms
Office of Research Services		X	as required	information on research accounts, Student research awards, scholarships
Institutional Planning & Budgeting		X	as required	Course evaluations
Office of the Registrar		X	as required	BHSc program related matters
Faculty	X		X	committee work, expense reports, other concerns
Students	X	X	X	program-related questions within scope of authority
Payroll/employee records		X	as required	payroll cheques, personnel records
Western News		X	as required	placement of ads
Pensions and Benefits		X	as required	information on sick leave, LTD etc.
Physical Plant		X	as required	key requisitions, maintenance concerns
Suppliers		X	as required	negotiation of prices for equipment maintenance, purchase of equipment
Food Services		X	as required	convocation and other receptions
Conference Centres		X	as required	reserve rooms for retreat, receptions
Other Departments on Campus		X	as required	interdepartmental concerns

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

Staff Member:

SG 10

Present Classification

[Signature]

Signature

Dec 21/05

Date

Supervisor:

[Signature]

Signature

Dec 21/05

Date

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

COPY

A. PURPOSE

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

C. INSTRUCTIONS

1. 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.
2. 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%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

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

Department Head *[Signature]*

Dean's Office *Eileen Franzen*

Date *Dec 21/05*