

**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: Gary Venus
Title: Shipper / Receiver
Phone: 85032
Email: gary.venus@schulich.uwo.ca
Department: Medicine and Dentistry

(B) Position Information:

Current Incumbent: Gary Venus
Current Classification: Storeskeeper 2
Classification Being Appealed: Storeskeeper 2
Date Evaluation Results Letter Received: August 19, 2008

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: I do not believe that the job evaluation was accurate. The scope of responsibilities the position includes is significant, and I am dealing with shipments which include sensitive and dangerous goods and substances.

In addition, while the job is classified as a "storeskeeper", I am in fact a shipper/receiver. Most shippers/receivers on campus are classified as "clerks" and I believe this would be the correct occupational series in my case.

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Gary Venus Date: Aug 26/08

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

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Schulich School of Medicine and Dentistry
Dept. Num. 360200
Incumbent: Gary Venus
Citite Mem.Present: UWOSA: R. Fournier, M. Parker,
 ADMIN: J. Asuncion, C. Bumbacco

Job Title: Storeskeeper

Eval. Date: November 26, 2008

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Secondary school diploma 2 years in service environment	Educ	2				
			Exper.		C	45		
II	Initiative	Handles problems related to Dock 15 - functional independence						
III	Complexity/Judgement	Standardized work but responsibility for smooth operation remains with employee. Makes decisions as problems arise		3		35		
				3		25		
IV	Contacts	Routine contacts - factual information, specific objectives						
V	Errors	Procedural errors - some effort to trace and correct		2		20		
				2		20		
VI	Supervision of Others	Incidental	Char.	1				
			Scope		Any	5		
VII	Effort/Demands	Requires lifting, periods of standing. Regular periods with high volumes or deadlines						
VIII	Physical Environment	Loading dock - dirt, fumes - minor disadvantage		2		30		
				2		20		

CLASSIFICATION ASSIGNED

Total Pts: 200

Group: Storeskeeper

Level: 3

Co-Chair Signatures: UWOSA: Mike Parker

ADMIN: Chris Bumbacco

Same point band as a Clerk 3 - JEAC felt that this position compared to Clerks that have been evaluated in Ivey mailroom. Since all other positions that Gary works with are classified as Storeskeepers, Gary's position was left in Stores family until whole area could be reviewed

BASIC POSITION INFORMATION

DEPT. NAME Schulich School of Medicine & Dentistry

SECTION NAME Clinic Administration

LOCATION DSB0037

WORK WEEK HRS. 40

FOR SALARY ADMINISTRATION USE

CLASS'N _____

CLASS'D _____ EFFECT _____
Date Date

ANALYST _____

SUPERVISOR SURNAME Baxter INITIAL W PHONE 85032

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 %

Scope of Position

- Number of dental students – 243
- Number of academic/support staff (dental) – 95
- Number of academic/support staff (medical) – 1,000 (estimated)
- Average number of shipments/year – 30,000
- Average number of items handled/year – 150,000
- Estimated value of items handled/year (dental & medical) – 3 million (estimated)

Shipper/Receiver for Schulich School of Medicine & Dentistry 55%

- . Receive all incoming shipments (laboratory equipment, medical/dental supplies, perishable and dangerous goods, chemicals, controlled substances, mice, animal feed etc.). Volume averages 2500 items per month (can be anything from small packages to large crates or skids). Shipments consistently arrive with little or inaccurate mailing information. Correct addresses must be determined and pickup arranged. Redirect errant shipments (call supplier for accurate address or information).
- . All incoming shipments are checked for damage before being logged. Any damaged or short shipments are noted and reported to the department/courier involved.
- . Responsible for keeping accurate records of all shipments both shipped and received.
- . Ensures perishable items and controlled substance shipments are received and delivered in a timely manner.
- . Liaison with purchasing department concerning account information, speed codes, missing shipments, tracking, etc. As well all lab technicians and contact people in Schulich School of Medicine & Dentistry on receiving and distribution of goods.
- . Responsible for ensuring waybills are correctly filled out and if needed all customs documents are included.
- . Responsible for ensuring the pickup of live animals (mice) and feed for Animal Care and Veterinary Services.
- . Advise faculty and staff concerning shipping and receiving procedures.
- . Ensure safety of Dock 15 (hydraulic ramp and pump truck are safe and in working order).

Mail for Schulich School of Medicine & Dentistry and departments in LHSC (VH,SSH,UH,SJHC) 35%

- . Responsible for all incoming and out-going mail to be sorted and picked up in a timely manner.

Volume averages 400 to 600 per day depending on the time of the year. This includes all Canada Post, intercampus mail and mass mailings.
 . Answers all phone, email and personal inquiries concerning mail/shipping/receiving.

NO. OTHER DUTIES (less than 10%)

Assists Dental Supply in the updating of all MSD sheets for products used by students in Schulich Dentistry. This entails making requests to suppliers for current sheets and filing.

Cleaning and maintenance of simulation clinic units and preclinical laboratory, for students and continuing education programs. These units are custom-made mannequins on which student practice dental procedures.

Will assist with movement of supplies received by Dental Supply between main dispensing areas and overflow facilities. Will assist with the lifting and moving of heavier equipment and furniture within Schulich Dentistry.

Issues and receives operating green (scrub sets) from dental students, counting, sorting and logging greens in preparation for sending them to laundry services.

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.

- | | | |
|-------------------------------------|---|--|
| <input checked="" type="checkbox"/> | Training and guidance for new employees | Due to the specialized nature of each position |
| <input type="checkbox"/> | Work distribution and/or verification of results | Within Clinics, each employee assists in the |
| <input type="checkbox"/> | Performance review and salary recommendations | Guidance and training of new employees. |
| <input type="checkbox"/> | Hiring and firing; please describe the degree of your involvement | |

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"/> Complete Composition	verbal/emails arrival of shipments/perishables
	<input type="checkbox"/> Partial composition direction (verbal or written)	
	<input type="checkbox"/> Prescribed format	
Reports	<input checked="" type="checkbox"/> Complete composition	personnel database / modifications & updates surveys for database information
	<input type="checkbox"/> Partial composition ...	
	<input type="checkbox"/> Prescribed format	
Other:	<input checked="" type="checkbox"/> Complete composition	Waybills, logs, customs forms
	<input type="checkbox"/> Partial composition	
	<input type="checkbox"/> Prescribed format	

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

Secondary school diploma, 2 or more years experience working in service-oriented environment.
Excellent organizational and planning skills to coordinate multiple demands while maintaining commitment to exceptional quality and customer service.
Attention to detail.
Excellent interpersonal, oral and written, communication skills
Must be able to maintain flexibility and handle multiple demands in fast-paced environment.
Ability to work independently with high degree of initiative while functioning as a member of a team.
Excellent knowledge of postal and courier systems and Canadian customs regulations.
Ability to lift, stack and move heavy boxes (using proper equipment) and stand for extended periods time.
Working knowledge of computer and software (Windows, Microsoft Office Suite).
Good knowledge of all docks and departments on and off campus.
Must be trustworthy as large volume of mail is personal and/or confidential.

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

Supervision is only as required. Much of the responsibility for a smooth operation in Shipping/Receiving remains with the employee, making decisions as problems arise.

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

Any and all problems regarding the daily operation of Dock 15 in Dental Sciences.
Inquiries concerning mail, late or delinquent couriers, track/tracing lost mail or shipments.

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

Inquiries concerning Schulich School of Medicine & Dentistry policies and procedures.
Budget concerns
Requests for non-standard services.
Personal and customer issues which cannot be resolved on my own.

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

All time, effort and work related to shipping/receiving and mail.

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) dept dept		FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Students	X		X	issuing supplies/equipment/information Mail/courier notification
Staff (academic & support)	X	X	X	issuing supplies/equipment/information needs and expectations mail/courier notification
Purchasing		X	X	purchase order inquiries customs and export documents incoming/outgoing shipments
Carriers (20 couriers)		X	X	shipping and receiving
Central Mail	X	X	X	mail distribution/shipments
Canada Post		X	X	mail distribution/shipments
Central Stores		X	X	distribution shipments

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

Staff Member:

Amy Venes

Aug 26 / 08

Present Classification

Signature

Date

Supervisor:

Signature
Supervisor, Dental Supply

Date

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO COMPENSATION DEPARTMENT

2

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 should be used to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact the Salary Administration Section at extension 2193.

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 Section, Compensation 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

Routing approvals: I agree that this review is required

Classify new position

Immediate supervisor _____
Supervisor, Dental Supply
Operations & Finance Coordinator

Change in responsibilities

Department Head _____ Sharon Rasul _____
Administrative Officer

Check current classification

X

Dean's Office _____ Connie Zrini _____
Director, Human Resources

Update your records

X

Date _____ May 2008 _____