

(511)

JUN 9 - 2000

storeskeeper 4

**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: Bruce Turner
Title: Storeskeeper Level 4
Phone: ext. 86107
Email: Denstore@Julian.uwo.ca
Department: Medicine & Dentistry

(B) Position Information:

Current Incumbent: Bruce Turner
Current Classification: Storeskeeper Level 4
Classification Being Appealed: Storeskeeper Level 4
Date Evaluation Results Letter Received: June 5 2000

(C) Information Required For Job Evaluation Appeals Committee:

Reason for the appeal: I feel that your decision is unfair.

Supporting Information (Optional): see attached sheet

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing:  Date: 9 JUN 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 checked="" type="checkbox"/> Dean (or designate)	<input checked="" type="checkbox"/> Budget Unit Head (or designate)
	<input checked="" type="checkbox"/> UWOSA

SUPPORTING INFORMATION FOR BRUCE TURNER'S JOB EVALUATION APPEAL:

I understand that the added volume of work that has been put upon me is not a consideration for a raise.

Because dentistry has gone from 120 students;which was covered in my last job description, has now doubled to 224. Therefore the supplies used have also doubled in quantity.

My original job description had me supervising one full-time employee. I now supervise one full-time and one part-time employees.

I feel that the added responsibility put upon me as supervisor of dental stores should be taken into consideration, since I alone as supervisor am responsible for the larger amount of monies used for the quantities of the supplies used.

UWOSA JOB EVALUATION RECORDING FORM

C Support Plan (APPEAL)

Dept: Dental Clinics
 Dept. Num: 360200
 Incumbent: B. Turner
 Cite Mem. Present: UWOSA: D. Hassall, J. Sparks
 ADMIN: V. Smith, S. Demaray

BENCHMARK JOB NUM: 59.1
 Job Title: Storekeeper IV
 Eval. Date: 07 12 2000

I	II	III	IV	V	VI	VII	VIII	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile				
													-	=	+	+	+
								Job Knowledge	Completion of pst secondary; additional year of training; extensive knowledge of dental equipment required	Educ.	3						X
								Initiative	Definitive objective is set by supervisor and individual is left to go ahead	Exper.	C	60					X
								Complexity/Judgement	Work is mostly standardized but involves some variety		4	55					
								Contacts	Routine interaction with students and suppliers; expectation of ordinary courtesy		3	25					
								Errors	Minor procedural errors detected in department		2	20					X
								Supervision of Others	directly responsible to next highest level for the results of work performed by others; reports on performance or discipline problems	Char.	2	20					X
								Effort/Demands	High level of competence in visual concentration; high volume; close attention to detail	Scope	5						X
								Physical Environment	Inside work with limited outside work		A	35					
											3	60					X
											2	20					X

Total Pts: 295

CLASSIFICATION ASSIGNED

Storekeeper IV

Level: IV EVAL. DATE: 07 12 2000

Co-Chair Signatures: UWOSA: J. Sparks

ADMIN: V. Smith

SOCIAL INSURANCE NO.

PRESENT INCUMBENT

POSITION IDENTIFICATION

SURNAME

INITIALS

DEPT. NO

POS'N NO

TURNER

BRUCE

360200

8019

STRPY

POSITION INFORMATION

DEPT. NAME School of Dentistry
SECTION NAME Clinics
LOCATION Dental Sciences
WORK WEEK HRS. 37.5

FOR SALARY ADMINISTRATION USE
CLASS'N STORES KEEPER 4
CLASS'D 0005 EFFECT HIC
ANALYST [Signature]

SUPERVISOR SURNAME Monteith INITIAL Linda PHONE ext.83389

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.)

Table with columns: NO., MAJOR DUTIES, %. Includes 'Administrative Responsibilities' (Shipping and Receiving, Issuing Goods, Inventory) and 'Student Responsibilities'.

OTHER DUTIES (less than 10%)
See Appendix A page 7

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

Table with columns: Classification/Rank, RF/RP Pos'n No., For CW or TM Staff-employed (From/To month), Responsible for (eg. Filing records...)

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: Interviewing and hiring in conjunction with Clinic Administrator

Due to the specialized nature of each position Within Clinics, each employee assists in the Guidance and training of new employees.

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	Items being returned to supplier for repair Items being returned due to improper shipment by supplier
	<input checked="" type="checkbox"/> Partial composition with general direction (verbal or written)	
	<input type="checkbox"/> Prescribed format	
<input type="checkbox"/> Reports	<input checked="" type="checkbox"/> Complete composition	Reports re: price, history of use, quantities etc., as requested by Clinic Administrator Inventory
	<input checked="" type="checkbox"/> Partial composition ...	
	<input checked="" type="checkbox"/> Prescribed format	
<input type="checkbox"/> Other:	<input type="checkbox"/> Complete composition	
	<input type="checkbox"/> Partial composition ...	
	<input type="checkbox"/> Prescribed format	

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

- A secondary school graduate.
- Minimum of one year's experience in dental field.
- Extensive knowledge of dental supplies and equipment.
- Excellent interpersonal skills.
- Experience with computerized inventory control.

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

As required - the incumbent works independently regarding everyday tasks.

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

- Determining final destinations for shipments received for Faculty of Medicine & Dentistry, when not indicated.
- Collection of equipment from students, to be rented to continuing education courses.
- Minor repairs to equipment.
- Numerous student problems from identification of equipment, location of lost items, interpreting student needs when they are not sure.
- Meeting deadlines when preparing supply kits for continuing education courses being offered.

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

Purchasing of supplies and equipment

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

Daily. Preparation of supplies and equipment needed for teaching.
Preparation of lists of supplies needed for stock maintenance.
Effective and efficient operation of Dental Stores.

Monthly: checking of stock for expiry dates and removal from shelves for safety reasons.

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		FREQUENCY			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	(inside dept)	(outside dept)	(dly)	(wkly)	(mthly)	
Students		X		X		issuing supplies/equipment/information
Staff (academic & support)	X	X		X		issuing supplies/equipment/information needs and expectations
Purchasing		X			X	purchase order inquiries customs and export documents
Carriers		X		X		shipping and receiving
Dental suppliers		X			X	problems on orders

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

Member:

Storesman IV

Present Classification



Signature

1 JAN 2000
Date

Supervisor:



Signature

Jan 2000
Date

Appendix A

Position Description Questionnaire - Department 360200
Storesman IV - SupervisorScope of Position

Number of dental students:	212
Number of staff - academic	33
- support	62
Average number of shipments/year	13,000
Average number of items handled per year	72,000
Value of items handled per year	1.5 million

Formal Education and Equivalent Requirements

A secondary school graduate with a minimum of one year's experience in the dental field.

The incumbent must know items by product name. Students, as well as academic and support staff, do not always know the proper names for what they require. The ability to decipher what is required is essential. The incumbent must know which items would be required on a daily basis and ensure that there is ample stock. If stock is not well controlled, the results would mean inconvenience to students, staff and instructors working the various clinics within the School of Dentistry.

It is imperative that the incumbent has a comprehensive knowledge of dental materials, instruments, equipment and their uses.

First aid training and WHMIS (Workplace Hazardous Material Information System) training is required.

H. The incumbent must be capable of lifting heavy equipment and cartons.

The incumbent manages and oversees the day-to-day operation of Dental Stores. This position is responsible for performing all dental stores duties and responsibilities listed. The incumbent also performs supervisory responsibilities for other staff members who perform the same tasks.

Administrative Responsibilities

1) Shipping and Receiving: All goods purchased through Clinic Administration must be checked against the purchase order to ensure that all items received are those requested, that they are in good condition, and those on backorder noted. Any large discrepancy in price, or items on backorder for an extended period of time, are reported to the Clinic Administrator. Minor problems are managed by the storesman directly with the company involved.

Of the approximately 13,000 units received in Dental Stores, approximately 1000 belongs to the School of Dentistry. The remainder is received for other departments within the Faculty of Medicine & Dentistry. Counting and verification of these deliveries is required. Each unit is entered into a log listing the transport company, control number, supplier and purchaser. They are placed within the appropriate holding area and a call is made to the appropriate consignee for pickup.

Early such summer, the stores supervisor prepares a list of supplies required for the new academic year. This list is compiled through the use of item histories which are maintained on an inventory control system. Throughout the year, short lists are also prepared. All lists are then submitted to the Clinic Administrator for purchase.

Identifying hazardous materials upon arrival, receiving material safety data sheets. All dangerous goods must be labelled and copies of the safety data sheets submitted to the division using the goods. Flammable items must be stored in fireproof cabinets. Items requiring safety data sheets cannot be dispensed until the sheets are on file. Radioactive material is received through Dental Stores for the Faculty of Medicine & Dentistry requiring special handling.

Prepare 'release for shipment' forms for items that are on standing order accounts.

Appendix A (continued)
Position Description Questionnaire - Department 360200
Storesman IV - Supervisor

Customs' papers and courier forms for shipment being returned to suppliers are prepared by Dental Stores.

2) Issuing goods: Goods are issued to the divisions within the School of Dentistry through the use of issue vouchers. These vouchers are maintained in the Dental Stores for all divisions who reimburse Clinics for stock used within the respective divisions. The vouchers are submitted to the Clinic Administrator for budget transfers.

3) Inventory: On a daily basis, all receipts and issues for Clinic Administration must be entered into a computerized inventory control system maintained in Dental Stores, updating items recorded in the computer, creating new files and deleting old ones. A backup of the inventory control program is maintained on a daily basis.

A consignment of artificial teeth is maintained within Dental Stores for issuance to students on an 'as-required' basis.

Year-end inventory is conducted each April, under the guidance of the Stores Supervisor. This consists of a count of all items in stock, matching them with a master printout inventory system.

A log book is produced and maintained in Dental Stores for all broken instruments being returned to suppliers for replacement.

Typing, filing and general office procedures are performed by the Stores Supervisor.

Student Responsibilities

Lockers: Producing all forms necessary for the assignment of 104 dental students to seat numbers, and 212 dental students to lockers and locker combinations. The School of Dentistry has a rental agreement with Fanshawe College and Southwest Medix. There is no instruction involved, however the incumbent must assign lockers and locker combinations to 100 dental assistants, hygienists and their instructors, as the clinical portion of their studies is conducted within the School of Dentistry. These lists are maintained by the incumbent and at the end of each school year, if the lockers are not vacated by a certain date, the incumbent must cut the locks and remove any remaining items for disposal or return to the owner.

2) Precious metals: Precious metals are issued and recorded in the computer as to which divisions receive them. Students also require gold alloys which are weighed when issued to them and then returned to Stores in order to record quantity used.

3) Student Kits: Each spring, the Clinic Administrator produces a student kit list for each of the four dental years, plus the qualifying student program. The incumbent is required to keep the Clinic Administrator informed as to the progress of all student kits, reporting any problems that arise. As kit shipments are received, they are checked against kit lists, separated into appropriate years, held in Stores for distribution to the students in September.

There are 212 dental student kits which must be assembled each year. This includes putting each item into each desks and wall lockers in the preclinical lab or bagged for distribution or insertion into wall lockers for senior students.

Items per kit: Year 1 (52 students) - 175 items
Year 2 (52 students) - 225 items
Year 3 (48 students) - 140 items
Year 4 (48 students) - 30 items
Qualifying Program (10 students) - 225 items

4) Sale of extra supplies, materials from Dental Stores, eg. artificial teeth, burs, to students. Ensures that all student laboratories are kept stocked with required materials for tracking purposes.

Page 1

Appendix A (continued)
Positional Description Questionnaire- Department 360200
Storesman IV - Supervisor

Handpieces: All handpieces issued to students are recorded by name of student, year received and serial number. The manufacturer requires this list each year in order that instruments may be placed under warranty for the student. "Loaner" handpieces are also recorded in order that a student may have one on loan if their handpiece is out for repairs. All serial numbers are recorded in a book and the student signs for them each time one is required.

Other

The incumbent is required to prepare instrument and material kits for both continuing education courses and, if required, outside agencies who have rented the facilities. Some of these courses may require the use of handpieces. For some of these courses, Dentistry has sufficient handpieces available to assign them to the courses for the year. However for other courses, the incumbent must approach the dental students obtaining the number of handpieces required. All instruments must be listed by serial number and owner, ensuring they are returned to the School or appropriate student. This list is then submitted to the Clinic Administrator for payment of rental fees.

Maintenance of School laundry account. Dental students are required to wear hospital greens when working in the various Clinics. The greens are exchanged daily. Tops and bottoms are separated, counted, and placed in laundry bags. Laundry is shipped/received twice a week. Systems contract forms are completed listing total numbers shipped. When returned, laundry must be counted, checked against the contract forms and placed on shelves, by size, for issuing to students. Laundry is shipped from Dental Stores by various areas with the Faculty. Quantities and items are listed. Upon receipt these items are separated by department for distribution.

The incumbent is expected to have the knowledge of the supplies and equipment required by instructors for teaching in the laboratories. When requested the instructors, items must be supplied in a prompt and efficient manner.

Audiovisual responsibilities in Simulation Laboratory, as well as demonstration of equipment use. A mounted camera and overhead projector are also maintained in Stores. When required the incumbent will deliver these items to a lecture.

The incumbent may be called upon to make minor repairs to equipment, such as the units within the Simulation Clinic or to student handpieces if the equipment technician is not available.

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO COMPENSATION DEPARTMENT

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

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

Routing approvals: I agree that this review is required

Immediate supervisor Linda Monteith

Department Head Cornelia

Dean's Office Charles D. O. April 17/00

Date January 1, 2000