

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

FEB 14 2000

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(A) Contact Information:

Name of person requesting appeal: Kathi James
 Title: Research Assistant
 Phone: 186645
 Email: kjames@physiology.uwo.ca
 Department: Physiology

(B) Position Information:

Current Incumbent: Kathi James
 Current Classification: Unclassified
 Classification Being Appealed: Tech. Assistant 3
 Date Evaluation Results Letter Received: Jan. 17/00

(C) Information Required For Job Evaluation Appeals Committee:

Reason for the appeal: I feel that the position should be classified as a level 4.

Supporting Information (Optional): see attached sheet.

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Kathi James Date: Feb. 10/00

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 type="checkbox"/> Employee	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Dean (or designate)	<input type="checkbox"/> Budget Unit Head (or designate)
	<input type="checkbox"/> UWOSA

I am a Research Assistant (not just a Tech) and I have 15 yrs experience at UWO.

I do various molecular biology techniques such as Restriction enzyme digests to remove pure DNA inserts from plasmids, ligations of inserts back into plasmids (and subsequent Cloning), extraction of DNA and RNA, electrophoresis of the DNA or RNA, Northern blots, radioactive labelling of cDNA probes and hybridization of these probes to nitrocellulose blots, etc.

I also do tissue culture; setting up primary cultures and calculations and preparation of various experimental media to treat the cells with.

I do Immunocytochemistry to stain cells and tissues with various antibodies as well as other histological staining.

I do radioiodinations and then use the radiolabelled protein to do radioimmunoassay.

All of these procedures, apart from lab maintenance and record keeping, require a great deal of training, which I have received over the years I have worked in various labs at Western (always at a Tech Level 4).

UWOSA JOB EVALUATION RECORDING FORM
TECHNICAL EVALUATION PLAN
 (APPEAL)

Job Title: Rsch Techn 1 (lev.4)
Eval. Date: 06 14 2000

Dept: Physiology
Dept. Num. 370400
Incumbent: Kathi James
Cittee Mem.Present: UWOSA: M. Broadfoot, C. Bender, J. Sparks
 ADMIN: C. Bumbacco, V. Smith, C. Zrini

FACTOR	COMMENTS	SUB FACT	DEGREE PTS	Profile - = +
I Job Knowledge	Education level based on email from supervisor rather than PDQ. These qualifications should be reflected in the PDQ. Experience based on comments of both: "routine tasks easily learned"; "majority of tasks by coop highschool student"	Educ	5	X
II Initiative	Explicit instruction given on a daily basis; no problem solving; high level of supervision	Exper.	2	115
III Complexity/Judgement	Higher score in complexity; not much judgement		1	15
IV Impact on Results	involves own mistakes that have to be self corrected		4	60
V Supervision of Others	incidental	Scope	1	26
VI Effort/Demands		Char.	1	15
VII Contacts	some outside contacts		1	5
			2	10

Total Pts 246

CLASSIFICATION ASSIGNED

Group: Rsch Techn 1(lev.4)
Level: Level 4

EVAL. DATE: 06 14 2000

Co-Chair Signatures: UWOSA: J. Sparks

ADMIN: C. Bumbacco

**JOB DATA SUMMARY
NON RF APPOINTMENTS**

THE UNIVERSITY OF WE
EMPLOYEE RELA

47.1

W.O. ID NUMBER

PRESENT INCUMBENT

SURNAME

INITIALS

024444104

JAMES

K

STHR

CLASS 'N
CLASS 'D
ANALYST

EFFECT

Date

Date

BASIC POSITION INFORMATION

DEPT. NAME

PHYSIOLOGY

SECTION NAME

LOCATION HSA 216

WORK WEEK HRS.

37.5

SUPERVISOR SURNAME

WAGNER

INITIAL GF

PHONE

83966

FOR SALARY ADMINISTRATION	
USE	<i>Rsch</i>
	<i>Tech Assit B (Level 3)</i>
	<i>Chg Sept 10, 99</i>
	<i>Eval Jan, 00</i>
	<i>RM</i>
	<i>Rsch TECH 2</i>
	<i>(Level 4) 1</i>
	<i>JEAC</i>
	<i>06/14/00</i>

- 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

95

%

- a) Lab maintenance and solution preparation
- b) record keeping
- c) Lab experiments (cell culture, RNA isolation, gel electrophoresis, serum assays, animal studies)

NO.

OTHER DUTIES (less than 10%)

5%

- a) assisting graduate students and undergraduates as duties are assigned

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)	

No staff report to me

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:

None are my responsibility

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	<i>N/A</i>
Reports:	<input type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	<i>N/A</i>
Other:	<input type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	<i>N/A</i>

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

The majority of tasks are not that difficult to master and are routinely learned by Co-op high school students.

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

Supervision is on a daily basis usually and involves explicit instructions on how to conduct lab procedures or experiments. Assistance is also provided on occasion on solution preparation (if I have not made a solution before)

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

Most problems are solved in conjunction with my supervisor or by my supervisor. I do not do problem solving on my own generally.

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

See #7 above

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

Daily and weekly planning of assigned work.

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR MOST IMPORTANT CONTACTS (if 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...)
Dimitria lab	outside dept. LRCC	monthly	info concerning expts
VWR	outside	weekly.	order supplies, obtain price quotes, info.
Fisher	"	"	"

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

Staff Member: KATHI JAMES.

Present Classification Research Assistant Signature Kathi James Date Dec 17/99

Supervisor: GRAHAM F. WAGNER

Signature G Wagner Date Dec 17, 1999

Subject: [Fwd: Fwd: Re: Kathi James]

Date: Tue, 13 Jun 2000 14:13:33 -0400

From: Bob <perrlb@julian.uwo.ca>

To: Milessa Broadfoot <mbroadfo@julian.uwo.ca>, Corinne Bender <bender@julian.uwo.ca>, Debbie Hassall <debbie@housing.uwo.ca>, Jackie Sparks <jsparks@julian.uwo.ca>, Chris Bumbacco <bumbacco@housing.uwo.ca>, Shari Demaray <sdemaray@julian.uwo.ca>, Valerie Smith <"valerie,smith"@lhsc.on.ca>, Connie Zrini <czrini@julian.uwo.ca>

Following is the additional job information requested for Kathi James job.

Bob

Subject: Fwd: Re: Kathi James

Date: Tue, 13 Jun 2000 12:58:54 -0400

From: "Linda Chapman" <linda.chapman@med.uwo.ca>

To: <Perrlb@julian.uwo.ca>

As requested, here are Dr. Wagner's responses to your questions regarding Kathi James. Do you require any additional information prior to Wednesday's meeting?

Linda Chapman
Administrative Officer
Department of Physiology

Subject: Re: Kathi James

Date: Tue, 13 Jun 2000 12:14:37 -0400

From: "Graham Wagner" <graham.wagner@med.uwo.ca>

To: <linda.chapman@med.uwo.ca>

here are my responses

>>> "Linda Chapman" <linda.chapman@med.uwo.ca> 06/12/00 02:19PM >>>
Bob Baron just called with some questions regarding Kathi's position.

1. What is the minimum education and experience required to do the job?
Post-high school training, such as a diploma course in Laboratory Sciences or a degree in Biological Sciences. I would say that at least 3-5 years of experience would be preferable. In Kathi's case, she arrived with 15 years of experience in laboratory management, solution preparation and cell culture, but little experience in molecular biology techniques. I hired her because I knew her to be highly competent already in her areas of experience and because I knew she would learn new procedures without too much difficulty. This has proven to be the case.

2. What is Kathi's involvement with the grad students? Is she expected to teach techniques etc?
So far her involvement with the Grad students has been minimal at my request. I insist that Grad students make their own solutions and do most of their own work. On occasion I ask Kathi to assist students with procedures that require an extra pair of hands. On occasion, I have also asked her to analyze samples that the students provide to her from their own experiments, but as yet she has not taught any procedures to the Grad students. But if required, I would have no doubts about Kathi's ability to instruct students and thus no hesitation in asking her to do so. And I fully anticipate that she will be teaching students in future.

3. How many grad students do you have in your lab?
Two at present.

4. Is Kathi responsible for lab safety with the grad students?
Everyone who works in the lab must take WHIMS training and safety training on the use and handling of radioisotopes. It is my responsibility to see that they do this as ultimately in the event of an accident in the lab, I am responsible. That being said, on a day to day basis Kathi knows that she has full authority to reprimand anyone in the lab for unsafe practices and to insist that they do things appropriately.