



## Memorandum



**DATE:** March 29, 2018

**TO:**

**FROM:** Karen Kristensen, Sr. Manager, Human Resources  
Joe Childs, Director Labour Relations, CSU52

**SUBJECT:** Drainage Employees CSU 52 Classification Review (“Eng. Tech II”)

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Further to your letter dated January 29, 2018 please be advised of the following update:

**Timelines:**

- As communicated earlier, the Engineering Tech II positions were reviewed first as agreed to with the Union and the Company under the Memorandum of Agreement.
- As an update, the Engineering Tech II position audits with employees were commenced on February 1, 2018 and are being concluded by end of March 2018.
- Now that job information has been gathered through the job audits , the job evaluation and allocation process will be conducted through April and May on the jobs in this group.
- We anticipate the job classification decisions will be provided to employees early in June 2018.
- Please note, any classification changes resulting in a position being allocated to a higher level will be retroactive to September 1, 2017

**Classification Review Process:**

1. Position Review/Job Audit Meetings with employees will be scheduled and conducted by HR.
2. A Union representative will be present.
3. A job audit questionnaire will be used to collect information on: knowledge and experience, problem solving, decision making and accountabilities as it relates to each position under review.
4. Management’s role is to validate information in the Position Descriptions and the information collected in the job audit meetings. This will be completed by the first line manager of the role to ensure that the description of the duties, responsibilities, qualifications are an accurate reflection of the work being performed and the accountabilities assigned to the position.

5. EPCOR utilizes the Hay Job Evaluation system for CSU 52 positions which examines the following three common elements of job content:

- Know How – Includes every kind of relevant knowledge, skill and experience, however acquired, needed for acceptable performance in a job.
- Problem Solving – The complexity of thinking required to perform the job when applying Know-How. For example: analyzing, reasoning, evaluating, creating, using judgment, forming hypotheses, drawing inferences and arriving at conclusions.
- Accountability - The extent to which a job/role is answerable for actions and their consequences. It measures the effect of the job/role on end-results and if effective recommendations or decisions are made by this position.

6. All Engineering Technologist II positions need to be evaluated before written decisions are communicated. Then a written decision will be provided to the manager, employee and the union.

If the incumbent(s) are not in agreement with the written decision, they have 14 calendar days to initiate an appeal with the Union, copying their manager and HR. The Classification Appeal process is in accordance with Article 21.02 of the Collective Agreement.

Should you have any additional questions, please contact your Human Resources Consultant or CSU52 Labour Relations Consultant:

Drainage Construction and Drainage Operations - please contact Paul Smith, (780) 412-3576 or ([prsmith@epcor.com](mailto:prsmith@epcor.com)).

For all other Drainage areas – Please contact, Dennis Begoray, (780) 412-3564 ([dbegoray@epcor.com](mailto:dbegoray@epcor.com))

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