



## **GRIEVANCE PROCEDURE: WORK DESCRIPTION ISSUES**

*Grievances can be launched around three broad areas – work description problems, classification-related issues and pay and compensation matters. Each is discussed in a separate topic sheet.*

### ***Why is a complete and current Statement of Duties so important?***

Your salary is compensation for the work you perform. So, it is important that your statement of duties be current and accurate, reflecting what you actually do. The adequacy of the work description provided to the employee is undoubtedly one of the major areas of labour-management friction at the Local level.

### ***What if I don't have any copy of my Statement of Duties and Responsibilities?***

The collective agreement provides you with two primary rights: First, upon request, there is an entitlement to receive the statement of duties and responsibilities and, where applicable, the point rating allotted by factor to the position encumbered. Second, that the statement of duties provided must be both complete and current. Employees are also entitled to the organizational chart depicting the position's place in the organization.

If you don't have a Statement of Duties and Responsibilities, ask for and obtain one. If your employer does not provide you with this Statement in accordance with the terms of the collective agreement, then you should grieve the failure to do so.

Once you have the Statement of Duties and Responsibilities, you should review the job description that is given to you and ensure it is complete and current. Where a member contends that the Statement of Duties and Responsibilities provided by management is neither complete nor current, a grievance under the Statement of Duties article of the applicable collective agreement is the appropriate first step to take.

Filing a grievance correctly is an important step in resolving any issue in a manner that is acceptable to you. A number of factors must be considered in preparing a grievance concerning your statement of duties.

## GRIEVANCE WORDING

Like other grievances, the wording should be short, simple and to the point. Do not include arguments.

### Statement of Duties:

The “**Statement of Duties**” grievance must be resolved before an accurate classification can be made.

Remember, your statement of duties should reflect the work you carry out now, as well as the work you did during the retroactive period in question

### Statement of Duties

#### Details of Grievance:

I grieve the fact that the employer has failed to provide me with a complete and current statement of duties and responsibilities of my position. This is contrary to Article \*\*\*\*\* of my collective agreement.

#### Corrective Action:

That I be provided with a complete and current statement of the duties and responsibilities of my position in accordance with Article \*\*\*\*\* of my collective agreement. I request to be present at the hearing, be represented at all levels of the grievance procedure and to be subjected to no prejudice in regards to this grievance.

### An important note:

If you wish to increase your chances of getting the desired effective date, an acting pay grievance should be filed at the beginning of the process. However, this grievance should be put on hold pending the statement of duties and classification review/grievance process. Consult the topic entitled “Grievance Procedure: Pay Issues”, contained in the *Info Key Kit*, for further useful information.