

Classification

Webinar Series Outline

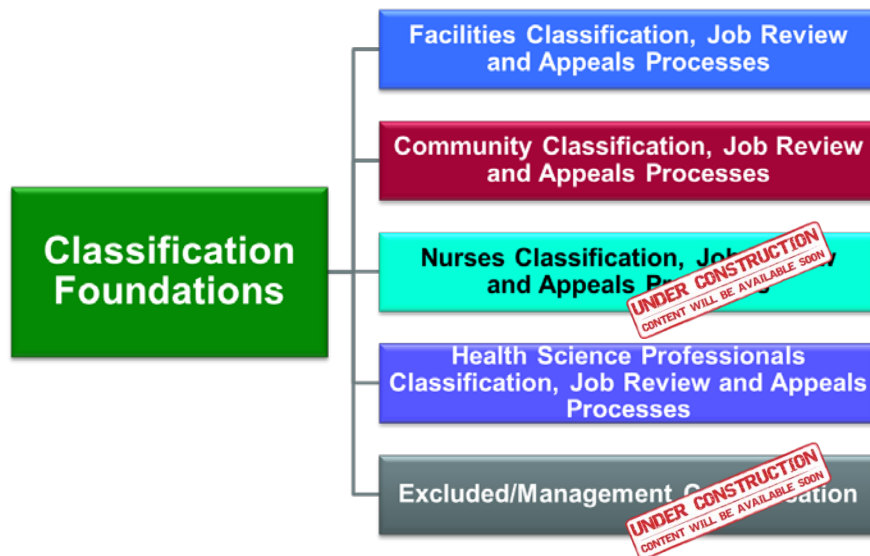
Webinar Series Description

This webinar series equips employers in British Columbia’s health care facilities with the knowledge and skills to do the following:

- Create or modify job descriptions and assign an appropriate classification and wage schedule for bargaining unit positions within the health care industry
- Respond effectively to and manage employee classification grievances and/or union classification objections
- Interpret the classification-related collective agreement language in the collective agreement(s)
- Use the classification tools available on the HEABC members’ web site

Topics/Learning Objectives

Note: The first webinar in the series is a **pre-requisite** for all other webinars in the series. Participants should enroll in Classification Foundations, and then in any other webinar in the series that applies to their employee group.



Note: The *Nurses Classification, Job Review and Appeals Processes* webinar as well as the *Excluded/Management Compensation* webinar are still being finalized and are not being offered in the Spring 2017 session.

I. Classification Foundations

Time: 2 hours

Topic	Learning Objectives
Introduction to Classification	<ul style="list-style-type: none"> Define classification Explain the general principles of classification Explain the management rights with respect to job descriptions and classification Determine if a position should be excluded from the bargaining unit Determine the correct bargaining unit for an included position
Job Descriptions	<ul style="list-style-type: none"> Explain the importance of job descriptions to the classification process Outline the collective agreement requirements for writing and revising job descriptions. Write a new job description Explain when a job description should be revised Review and revise a job description Explain what happens if the union objects to the job description Explain the roles and responsibilities of the following with respect to classification and classification disputes: employee, union, employer, HEABC, Arbitrator/Classification Referee
Resources	<ul style="list-style-type: none"> Navigate the HEABC member's website to access compensation and classification information

2. Facilities Classification, Job Review, and Appeals Processes

Time: 2 hours

Topic	Learning Objectives
Facilities Classification System	<ul style="list-style-type: none"> Describe the Facilities job classes Explain the purpose of the Benchmark Class specifications Given a job classification, determine the appropriate wage
Principles of Classification	<ul style="list-style-type: none"> Define the following terms: position, job, class, qualifications, supervision, related experience, recent experience, layering over
Using the Benchmarks	<ul style="list-style-type: none"> Classify a new or revised position according to the benchmarks
Facilities Job Review Request and Appeals Processes	<ul style="list-style-type: none"> Explain the Job Review Request Process

3. Community Classification, Job Review, and Appeals Processes

Time: 2 hours

Topic	Learning Objectives
Community Wage Scales	<ul style="list-style-type: none"> Describe the Community job classes Given a job classification, determine the appropriate wage
Community Classification System	<ul style="list-style-type: none"> Define the following terms: position, job, integrated job, anomalous job, layering over
Using the Benchmarks	<ul style="list-style-type: none"> Classify a new or revised position according to the benchmarks
Job Review Request and Appeals Process	<ul style="list-style-type: none"> Respond to a union objection to a job description and/or classification Explain the Classification Review Process Explain the Anomalous Job Review process Explain the Classification Dispute Resolution process

4. Nurses Classification, Job Review, and Appeals Processes

Time: TBD

Note: *This webinar is still being finalized and is not being offered in the Spring 2017 session.*

5. Health Science Professionals Classification, Job Review, and Appeals Processes

Time: 2 hours

Topic	Learning Objectives
HSP Classification Overview / Wage Scales	<ul style="list-style-type: none"> Gain an understanding of the Health Science Professionals job families and allied disciplines as well as the wage schedule
HSP Classification System: Grades and Terminology	<ul style="list-style-type: none"> Interpret the collective agreement language that applies to the classification system
HSP Classification and Grievance Processes	<ul style="list-style-type: none"> Explain the process for establishing the classification and salary structure for new and revised positions, including the process for responding to union objections Explain the process for managing employee or union requests for review and/or reclassification

6. Excluded / Management Compensation

Time: TBD

Note: *This webinar is still being finalized and is not being offered in the Spring 2017 session.*