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Local 21 - Job Descriptions, Jurisdiction & Reclassification Committee

Core Functions:

1. **Protect Bargaining Unit Work**
 - Review and monitor job descriptions to ensure bargaining unit work remains within the jurisdiction of Local 21; and
 - Identify and challenge erosion of bargaining unit work through contracting out, reorganization, or reassignment of duties.
2. **Job Description Review and Enforcement**
 - Examine existing and proposed job descriptions for accuracy, completeness, and consistency with actual duties performed;
 - Ensure job descriptions reflect bargaining unit work and are aligned with the Collective Bargaining Agreement (CBA); and
 - Recommend amendments where job descriptions do not accurately reflect the work being performed.
3. **Reclassification Review**
 - Review reclassification requests initiated by members or the Union;
 - Assess whether changes in duties, responsibilities, skill, effort, or accountability warrant reclassification; and
 - Make recommendations to the Executive Board regarding support, advancement, or challenge of reclassification applications.
4. **Jurisdictional Dispute Review**
 - Investigate disputes regarding job jurisdiction, overlap with excluded or out-of-scope positions, and work reassignment; and
 - Provide recommendations to the Union on jurisdictional challenges and enforcement of bargaining unit boundaries.
5. **CBA Compliance and Interpretation**
 - Monitor Employer actions related to job evaluations, classifications, and organizational restructuring for compliance with the CBA; and
 - Assist the Union in interpreting job-related language within the CBA, Letters of Understanding, and past practice.
6. **Support to Grievances and Enforcement**
 - Provide research, analysis, and documentation to support grievances related to job descriptions, reclassification, or jurisdiction; and
 - Assist the Executive and Grievance Committee by supplying technical and factual job-content information.
7. **Member Advocacy and Education**
 - Assist members in understanding the reclassification and job evaluation processes;
 - Educate members on their rights related to job content, classification, and jurisdiction; and
 - Encourage members to report changes in duties or workload that may trigger a review.
8. **Reporting and Recommendations**
 - Report findings and recommendations to the Local 21 Executive Board;
 - Maintain records of reviews, decisions, and outcomes to ensure consistency and continuity; and
 - Recommend bargaining priorities related to job descriptions, classification language, and jurisdictional protections.