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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.