

MONTH DD, YEAR

2570-01

<EMPLOYEE FIRST AND LAST NAME >

<JOB TITLE>

c/o <LOCATION>

Article	Explanation
<input type="checkbox"/> 6.00 Six (6) month review of new job	You will find these processes detailed in the joint job evaluation terms of reference in the collective agreement.
<input type="checkbox"/> 7.00 Maintenance	
<input type="checkbox"/> 8.00 When jobs evolve	

Dear <FIRST NAME>:

Attached is a copy of the job analysis questionnaire for you to complete, as well as, a draft job description for your job. You will have two (2) months from the date you receive this package to complete and send it to your manager as their input and sign-off is required. Therefore, your submission deadline is <DATE>. Submissions that are received past the deadline will not be accepted until the next round of maintenance at which point you will have to complete a new questionnaire. Written requests for extensions will be considered for good and sufficient reasons.

If you feel that there are no substantial changes to your job description, you may elect to sign off on your existing job description in lieu of completing the job analysis questionnaire.

Please feel free to contact one of the following joint job evaluation committee representatives should you have any questions or concerns.

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

Sincerely,

<FIRST & LAST NAME>

Executive manager of human resources

cc: <FIRST & LAST NAME, TITLE OF EMPLOYEE'S MANAGER>

<ALL SIX (6) JJEC MEMBERS>