

**SOCIAL, INFORMATION AND HEALTH SERVICES COMPONENT**  
**APPENDIX 4 – WORKLOAD REPORT FORM**

**INSTRUCTION SHEET**

**Stage 1:** Member(s) discuss their difficulties in meeting their statutory or other obligations with their immediate supervisor. The immediate supervisor has 14 days to respond with recommendations to resolve the workload issues.

**Stage 2:** If workload issues have not been resolved members go to their Shop Steward to advise of the Stage 1 meeting and file an Appendix 4 Workload Report. (Review the appropriate template for job duties and suggestions.) The Workload Report Form is submitted to the immediate supervisor.

Along with the immediate supervisor a designated representative of the ministry who is excluded from the bargaining unit will develop written direction to the employee(s) within 14 days.

A copy of the documentation including the written direction will be forwarded to the next level of excluded management and to the Local Union Chair through the appropriate BCGEU Area Office.

**Stage 3:** If workload issues have not been resolved all documentation will be forwarded to the ministry Article 29 Committee by the employee(s). This committee has 30 days to review the issues and make recommendations to the Deputy Minister. A copy of the recommendations and all documentation will be forwarded to the employee(s).