

FREQUENTLY ASKED QUESTIONS

The start date listed on my Rating Note is wrong.

This start date is the effective date of this new system or the date you started to be covered in that particular position under the new Job Evaluation System. This new system started on June 16, 2005 (retroactively). Therefore, this is the earliest date used on Rating Notes.

How can I tell if my rating is correct if I don't know the salary or points?

Your point total and salary will not be correct if the rating on the 14 sub-factors is not correct. You must compare your rating with the Job Evaluation Plan to determine if your job has been fully captured.

How do I find out my "JCQ #"?

The number was assigned sequentially as JCQs were rated. This number is found at the top of your Rating Note. Please use this number on all Reconsideration forms and email correspondence with the JJESC. Electronic submissions received a very high number, but this number is not being used. JCQ numbers are all under 2000).

Is October 6th a firm deadline for submitting Reconsideration requests?

Yes. The timing of the Reconsideration period is unfortunate, however, it could not be put off any longer. In order to implement the new system, the Reconsideration process must be completed now. You and your supervisor need to make time for a review of the Rating Note and to determine if Reconsideration is required. If you are on leave for the entire Reconsideration period (e.g., on maternity leave), you will have the opportunity for Reconsideration when you return to work.

Is Reconsideration final?

Yes. Reconsideration will be done by the Job Rating Committee then looked over and checked by the Joint Job Evaluation Steering Committee. Decisions are final. You only have one opportunity as part of the implementation of the new job evaluation system.

How do we submit a Reconsideration if we have a multi-incumbent job?

Optimally, everyone signed onto a JCQ will sign the Reconsideration signature pages. If not everyone signs the Reconsideration form, the Job Rating Committee will contact them. If it is determined that the additional information applies to some of the original group, that group will be separated onto a different JCQ.

Could a Reconsideration on one sub-factor affect another sub-factor rating?

Yes, some sub-factors are related. For example, if you reconsider on sub-factor 12, Physical Environment, with a new example of working with toxic chemicals, the rating of sub-factor 14, Health and Safety could be affected.

What is a JE Grouping?

The Job Evaluation Groupings were created for comparison purposes only. They were not used in the rating process. The summary sheets for every grouping are available on the

websites.

If I reconsider my rating, is there a risk that I might lose my job or be laid off because I am on “soft money” and there are only limited funds available?

This has been reported as a concern by many staff. Researchers and account managers have been advised since 2003 to put aside 2% of their budget to cover potential salary increases and any retroactivity amounts that could result as part of this job evaluation process. JCQs and reconsiderations should accurately reflect the job being performed.

My job has changed since I submitted my JCQ, should I submit a Reconsideration on the changes?

Reconsideration is to be used to clarify information presented in your original JCQ submission. If your job changed after June 16, 2005, you should submit for re-evaluation, which means submitting an entire JCQ (including a new signature page), with the updates and effective date of change clearly marked. The raters will process reconsiderations before re-evaluations in this implementation phase.

Can I submit reconsideration for the sub-factors separately, or do I have to do it all at once?

You should submit one Reconsideration package, with a complete summary page, signature page and all associated sub-factor forms.

Can managers reconsider without the employee’s knowledge?

No, a manager cannot submit a reconsideration without the signature of the staff affected. Should an employee submit a reconsideration without their supervisor’s signature, the supervisor will be contacted and given a chance to respond to the submission.

Is my job title used by the raters?

No. Your JCQ is rated based on its content only. Your job title is not used by the raters.

Do new jobs to be posted require a JCQ?

Yes. For a newly created position or a changed position, the supervisor must submit an “interim” JCQ to be evaluated before posting or hiring. After the position has been filled for 12 months, the supervisor and incumbent will review it and either sign a signature page or make the necessary changes. Any retroactive payment will be back to the date of hire.

Can I work on this on work time?

Yes. You and your supervisor need to make time for this important University initiative.

This is taking too long, can I get help?

Contact the JJESC for questions or clarifications at <jjesc@mcmaster.ca>, and individual help is available through the CAW by appointment. <jobeval@cawlocal555.ca>

I have some problems filling out the JCQ, who can I talk to?

Check out our websites, read the Instruction Manual, talk to members of the JJESC or email the JJESC at <jjesc@mcmaster.ca> or CAW at <jobeval@cawlocal555.ca>

Should I sign the JCQ even though I don't agree with everything in it?

Do NOT sign something you do not agree with. Incumbents and supervisors should make every effort to work together to reach consensus. Contact the JJESC at jjesc@mcmaster.ca if an agreement still cannot be reached.

My supervisor said I must stop doing something and I think it might affect my rating, what do I do?

Contact the JJESC <jjesc@mcmaster.ca> We will assess whether financial compensation is required for the work that has been removed from your duties for the time that you have been doing these duties.

I have a new position, do I have to complete a JCQ?

Until implementation, both the "old" job description and a JCQ are needed for every position. The supervisor should have completed an "interim" JCQ for your position before you were hired. You will review this after one year in the position and it will be retroactively adjusted then. The rating from the JCQ will be used to determine the pay grade as of June 16, 2005. Only if a position ceased before June 16, 2005 is a JCQ not required. The evaluation under the "old system" is based on the job description and determines your pay only until implementation of the new system.

Do I include my Infotech duties?

Do NOT include any Infotech duties for which you were paid a stipend. Only include Infotech-type duties if you are not separately compensated. With the removal of a stipend, check through your JCQ to see what areas are impacted by the inclusion of your Infotech duties. You may re-submit with a new signature page which gives the effective date of change in job duties and the new examples for each sub-factor affected.

I conduct Health and Safety inspections at work. Where does that go?

Only include health and safety if it is an integral part of your job. Joint Health and Safety Committee work is not to be reported on your JCQ unless you are an ad hoc (continuing permanently) member of the committee.

I have been accommodated because of a physical limitation, does that affect my rating?

Yes. It's best to fill out the JCQ to provide a description of your job, not the modifications made for you alone. Working with your supervisor may make this easier, but contact the JJESC if you have difficulty with separating the job requirements from your own. <jjesc@mcmaster.ca>

I don't want to be on the same JCQ as everyone else, do I have to?

No, however, the questionnaire measures job content (ie. how much skill is needed, or how much effort is expended) and you may be surprised to find that the completed JCQ is very close to your job. We recommend sharing as much as possible and considering the differences in the context of the new plan.

Why didn't what we put on the JCQ for Education and Experience come back in the Rating Note?

Please see the Guidelines attached to the Job Evaluation Plan for how this sub-factor was rated. The JJESC issued a bulletin and held information sessions in 2005 specifically about this sub-factor and the necessity of standardizing the rating for this sub-factor.

I submitted my JCQ but now my job has changed. What should I do?

You and your supervisor should review your JCQ. You can re-submit a corrected JCQ, signed by all the people that submitted the initial one. Please attach a statement to the signature page that explains what you are doing and what questions have changed.

What will happen to my salary?

There will be some changes to individual pay grades after evaluation under the new plan. **NO ONE'S PAY WILL BE REDUCED.** This is guaranteed in the Collective Agreement (see the Letters of Intent).

When will I know what will happen to my salary?

Evaluation results (i.e., the Rating Notes) were released in August 2006 for all positions rated and consistency checked by June 1, 2006. The implementation of the results will be effective retroactively to June 16, 2005, the details of which will be conveyed in a letter to each employee and their supervisor.

Will there be a comparison of salaries with the market or community values?

This kind of comparison is part of negotiating or bargaining for a collective agreement and is separate from job evaluation. Job evaluation is a process of comparing positions internally in the bargaining unit.

What if my pay grade goes down?

There will be **NO** reduction in your salary, but you will be placed in the new pay grade determined by your evaluation. If your rate of pay falls beyond Step 10 of the new grade, you will be "red-circled". New employees entering the same job will be placed in the new, lower salary grade.

My salary comes from "soft money." I'm really worried about the impact of a new evaluation.

Budgets for "soft money" or grants-based research figure salary increases into their projections. It is anticipated that the necessary salary adjustments will be accommodated as they have been in the past (i.e. for the retroactive salary increases resulting from the first Collective Agreement). The source of funding for the position you hold does not impact the completion of the JCQ. Complete your JCQ as completely and accurately as possible in order that the appropriate rating may be determined.

I'm red-circled (over-maximum). Could this change that?

As this new system values jobs differently, it is possible that your job will be placed in a different pay grade. Should the Step 10 rate of this new pay grade exceed your current salary you will no longer be over-maximum. Negotiations for the Collective Agreement

address the over-maximum issue.

Will the pay grid change?

The points determining the pay grades will be adjusted since we know that we will have a different point spread. The JJESC will determine the necessary changes in consultation with the Union and the University. All changes will be communicated as they are finalized.

How does length of service factor into the job evaluation process?

This new job evaluation system determines the pay grade for your job based on the requirements of the job. It does not assess individual performance or length of service. Details on placement of individuals on the steps of each pay grade will be communicated when established.

ACRONYMS

CA = Collective Agreement

CAW = Canadian Auto Workers

JCQ = Job Content Questionnaire

JJESC = Joint Job Evaluation Steering Committee

JRC = Job Rating Committee