



August 2006

JJESC Bulletin #21

Release of Job Evaluation Ratings to Employees and Supervisors

The Joint Job Evaluation Steering Committee (JJESC) is releasing job evaluation ratings to all employees in the CAW Local 555 Bargaining Unit and their supervisors. The documents, called Rating Notes, are being mailed beginning August 21st to those employees who submitted Job Content Questionnaires (JCQs) in a timely manner. The Rating Notes for those employees who have made recent submissions will be distributed at a later time.

The Job Rating Committee (JRC) has reviewed and rated the Job Content Questionnaires, and has documented the evaluations in the Rating Notes being distributed. The Rating Notes consist of the level rating scores and rationale for each of the fourteen subfactors in the Job Evaluation Plan. The rationales are an explanation of the level rating based on the Job Evaluation Plan and include information provided in the Job Content Questionnaires and responses to subsequent queries. The Joint Job Evaluation Steering Committee has also reviewed the Rating Notes and level rating scores as part of a thorough consistency checking process and has confirmed the outcomes. The distribution of the Rating Notes is intended to provide transparency to the process, ensuring that everyone has the opportunity to understand how jobs are rated.

The Rating Notes are the evaluations that will determine the points and pay grade of each job under the new job evaluation system. All employees and their supervisors **are encouraged** to attend one of several Information Sessions in order to learn how to interpret and better understand the Rating Notes, and learn where to access additional resources such as the revised Job Evaluation Plan which includes clarifications and guidelines. In the sessions, the Joint Job Evaluation Steering Committee will also explain the process for reconsideration. Additional information on the reconsideration process will be distributed in the next e-Bulletin.

The University considers time away from work to attend a session as paid release time. You are strongly encouraged to attend one of the following sessions.

Location/Site	Room	Time *	Date
St. Joseph’s Hospital	Miller Amphitheatre / Campbell Auditorium T2202/T2203	10:00 - 11:00 am	Thursday August 24 th
Downtown Centre	216	2:00 - 3:00 pm	Thursday August 24 th
Henderson Hospital	Auditorium	10:00 - 11:00 am	Monday August 28 th

Location/Site	Room	Time *	Date
DeGroot Centre for Learning	1105	2:00 - 3:00 pm	Monday August 28 th
McMaster University Medical Centre	1A1	10:00 - 11:00 am	Tuesday August 29 th
Information Technology Building	137	2:00 - 3:00 pm	Tuesday August 29 th
General Hospital	Margaret Charters	10:00 - 11:00 am	Wednesday August 30 th
Engineering	JHE 264	2:00 - 3:00 pm	Wednesday August 30 th
Chedoke Hospital	Nash Auditorium	10:00 - 11:00 am	Thursday August 31 st
Kenneth Taylor Hall	B135	2:00 - 3:00 pm	Thursday August 31 st

*Note that the presentations are scheduled to be just under one hour in length, but depending on the number of questions, the sessions may exceed one hour.

The JJESC will take note of questions from those in attendance and will update the existing Frequently Asked Questions (FAQs).

If you submitted a Job Content Questionnaire for a job in the CAW Local 555 bargaining unit and do not receive your Rating Note by September 5th, 2006, contact jjesc@mcmaster.ca.

To access additional information, the Job Evaluation Plan, download necessary forms or to review past bulletins and newsletters or the FAQs, visit the following web sites:

www.cawlocal555.ca/jjesc.html
www.workingatmcmaster.ca/jjesc/

Should you have any questions about this initiative, please e-mail jjesc@mcmaster.ca.

Sincerely,

The Joint Job Evaluation Steering Committee (JJESC)

Paula Brown-Hackett
Carmela Civitareale
Jim Garrett
Daina Green
Heather Grigg
Marvin Gunderman
Kathy Ouellette
Rosemary Viola
Nancy Vukelich