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Process for Reconsideration of Job Ratings

With the recent release of the Rating Notes, the focus of employees and their supervisors should be on whether the job has been completely captured based on the Job Evaluation Plan. If, after reviewing the Rating Note relative to the Job Evaluation Plan, you believe that the job has not been fully captured, you may request a reconsideration of the evaluation.

The evaluation and reconsideration are based on the requirements as they existed at the time the Job Content Questionnaire was completed. New duties and responsibilities added to positions *after* this time are not being considered now. After implementation, a separate process will apply to re-evaluate jobs whose duties and responsibilities have changed since the Job Content Questionnaire was initially submitted.

Requests for reconsideration must be submitted in writing using the forms available for downloading from either the University's or the CAW's website (see URL addresses below) or for pickup from the CAW Local 555 office, GH-B111. Each subfactor in question must be identified individually and each must be substantiated with new, additional or expanded examples to support the request.

The Job Rating Committee will consider the factor(s) identified on the reconsideration form and any other subfactors affected by new information provided in the request. On the basis of its reconsideration review, the Job Rating Committee may adjust any of the factor ratings up or down, or make no adjustment at all, and shall amend the accompanying Rating Note accordingly. After reviewing the results of the reconsideration process, the Joint Job Evaluation Steering Committee will communicate the results to the employee(s) and supervisor(s) as soon as possible.

This is the only opportunity for reconsideration before the results of this new system are implemented. Careful consideration should be given to the need for reconsideration as there is only one such opportunity before implementation. Employees and supervisors should bear in mind that as part of the reconsideration process, level rating scores may go up, remain the same, or go down, and the resultant change is binding. **Note: Reconsideration decisions are final.**

One of the key elements of the new job evaluation system is the joint process between employee and supervisor. You are encouraged to follow the joint model for this reconsideration process as well. Where an employee or the supervisor disagrees with the rating of a job, either the employee and the supervisor jointly, or the employee, may submit a written request for reconsideration of the rating.

Requests for reconsideration must be received in the Job Rating Committee office (Wentworth House 118) by 4:30 pm on Friday, October 6, 2006. Requests for reconsideration can be mailed or hand delivered to WH-118, or emailed to jrc@mcmaster.ca. Requests sent by mail must arrive prior to the deadline. Requests that are emailed must have the original reconsideration signature pages forwarded to WH-118 so that they are received by the deadline of October 6, 2006. The timing of this date is admittedly at a difficult time of year, however, this was unavoidable. All avenues for meeting this deadline should be explored.

Requests for reconsideration received after Friday, October 6, 2006 may not be processed prior to implementation nor will they be eligible for the retroactivity to June 16, 2005, except in cases of extended vacations, illnesses and leaves of absence which overlap the entire period from now until October 6, 2006.

For any job that you have received a Rating Note for, you can reconsider that job as it existed at the time that the Job Content Questionnaire was submitted, but not including any changes since that time, unless those changes occurred prior to June 16, 2005. For example, if your Job Content Questionnaire was submitted May 1, 2005 and the job changed on July 7, 2006 as a result of a departmental reorganization, the request for reconsideration should be based on the job as it existed on May 1, 2005. The changes made to the job in July 2006 should be submitted as a separate Job Content Questionnaire (with an effective date of July 7, 2006) for re-evaluation. This separate Job Content Questionnaire will then be evaluated in the maintenance phase which will begin following implementation of the results of the new job evaluation system later this year.

To access additional information, the Job Evaluation Plan, download the necessary forms or review past bulletins and newsletters, 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)

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