

Work Program Process Updates

On November 22, 2017, the Ontario Government passed *Bill 148, Fair Workplaces, Better Jobs Act* which incorporates a number of changes to the Employment Standards Act. Effective April 1, 2018, the Equal Pay for Equal Work provision will prohibit differences in pay based on employment status, e.g. temporary, part-time. This legislative change will affect the McMaster Work Program. The [How to Hire a Work Program Student Guide](#) details the complete Work Program process and incorporates the changes that have taken place. The key changes taking effect for the process for summer 2018 have been detailed below.

<i>Selecting a Job Description</i>	<p>All temporary/casual/interim positions, including those in the McMaster Work Programs, will require a job description for employees who are employed by McMaster on or after April 1, 2018. There are 3 options for identifying a job description that meets the needs of your position:</p> <p>Option A Review Unifor job descriptions and select the one that reflects your job requirements. If you would like to review a job description from another employee group (TMG, BUC, etc.), contact your HR advisor. If work to be performed by the McMaster Work Programs employee is the same or substantially similar work as employees in Unifor or another employee group (TMG, BUC, etc.), the job description and hiring range of the corresponding pay grid must be used. If no similar job exists, proceed to option B.</p> <p>Option B Review temporary/casual/interim generic job descriptions and select the one that reflects your job requirements. If no similar job exists, proceed to option C.</p> <p>Option C Contact your HR advisor to develop a unique temporary/casual/interim job description.</p>
<i>Determining the Wage Rate</i>	<p>Based on the job description you have selected, there is an associated pay range that determines the boundaries of the hourly rate you are able to pay.</p> <p>If a temporary/casual/interim generic job description is selected, refer to temporary/casual pay grid for the corresponding wage range.</p> <p>If a Unifor job description is selected, refer to Unifor wage rate grid. If the job is the same or substantially similar to a Unifor Unit 1 role, the hiring range for McMaster Work Program employees should be within the Hire Rate to the Step 3 of the Unifor wage rate grid.</p>
Job Opening	
<i>Primary Recruiter</i>	When creating the job opening, include your HR Coordinator or FHS HR Consultant as the Primary Recruiter; all work program positions will now automatically flow through to a Student Financial Aid & Scholarship Awards Officer.
<i>Justification for Hiring</i>	When creating the job opening reference the <i>Temporary/Casual/Interim Generic Job Description number</i> , which is listed on the job description you selected (as detailed above) within the justification for hiring section of the opening.
Job Posting	
<i>Wage Details</i>	When creating the job posting, ensure the wage you are posting is in accordance with the position's determined range (as detailed above) and that it is included within the job posting details section.
<i>Description Details</i>	Once a job description is selected, the corresponding job posting template should be utilized when posting a position. There is an opportunity to add specific information to detail the Unit/Project Description, Assets/Skills and Additional Information within the job posting document.

Offer Letter	
<i>Offer Letter</i>	Ensure you are using the latest offer letter templates, which can be found on the Working at McMaster webpage. The selected job description for the role must be appended to the offer letter.

Important Dates to Consider	
<i>Eligible Dates of Employment</i>	May 1, 2018 – August 31, 2018
<i>Approval Submission Date</i> <small>(Approved within 2 business days of submission)</small>	February 15, 2018 – March 1, 2018
<i>Jobs Posted</i>	March 15, 2018
<i>Final Date for Student Application</i>	July 15, 2018

Please contact your [HR Advisor](#) if you have any questions or concerns.