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JJESC Bulletin #24

**Information for Those Who Did Not Receive a Rating Note**

The Joint Job Evaluation Steering Committee (JJESC) has released job evaluation Rating Notes to all employees in the CAW Local 555 Bargaining Unit and their supervisors for whom Job Content Questionnaires (JCQs) were received prior to June 1, 2006.

This Bulletin will outline the process for those who have not received their Rating Notes including new employees, employees for whom JCQs were not received or were not considered complete (i.e. was missing a signed original Signature Page), or employees who have yet to submit a JCQ, prior to June 1<sup>st</sup>, 2006.

For employees who have been hired into existing jobs, their supervisor should provide them with a copy of the existing JCQ. The employee should be given time to read and review the document. Then the employee and supervisor should meet so that the new job evaluation process, the JCQ and the Job Evaluation Plan can be reviewed and any questions that the employee may have can be answered. If both employee and supervisor agree that the JCQ accurately reflects the position, then either at or after the meeting the employee and supervisor should both sign off on a Signature Page, available on both web sites (URLs listed below), and forward it to the Job Rating Committee (JRC), Wentworth House, Room 118. If the employee and supervisor do not agree that the JCQ accurately reflects the position, then they should contact the JJESC by emailing [jjesc@mcmaster.ca](mailto:jjesc@mcmaster.ca). If no JCQ exists for an existing job, and the employee has been in the job for at least six months, then the employee and supervisor should work together jointly to complete a JCQ.

Alternatively, if no JCQ exists for employees who have been in a job for a relatively short period of time (less than six months) or for employees hired into new jobs which have never existed before and do not have a JCQ, the supervisor should complete an 'interim' JCQ. Similarly, for new jobs which do not yet have an incumbent employee, the supervisor should complete and submit an 'interim' JCQ at the same time the Notification of Vacancy (NOV) is submitted.

Although the focus of the JRC is currently on evaluating the reconsiderations, they will continue to evaluate JCQs as they are received. Once the JCQs have been evaluated and the results have been consistency checked, Rating Notes will be mailed out to the affected employees and their supervisors. Employees and supervisors will be advised of the reconsideration process at that point.

We want to reassure all employees and their supervisors in these situations, that once the new system is implemented, employees who have not been placed on the new grid will continue to be paid at their current rate until the results of their JCQ rating can be finalized and implemented.

Employees and supervisors who submitted a JCQ and/or a signature page, after June 1<sup>st</sup>, 2006, will receive Rating Notes for the position in the maintenance phase.

Should you have any questions about this initiative, or if you have not yet received a Rating Note and the situations outlined above do not appear to cover you, please e-mail [jjesc@mcmaster.ca](mailto: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 either of the following web sites:

[www.workingatmcmaster.ca/jjesc/](http://www.workingatmcmaster.ca/jjesc/)  
[www.cawlocal555.ca/jjesc.html](http://www.cawlocal555.ca/jjesc.html)

Sincerely,

**The Joint Job Evaluation Steering Committee (JJESC)**

Paula Brown-Hackett

Carmela Civitareale

Jim Garrett

Daina Green

Heather Grigg

Marvin Gunderman

Cindy McClung

Kathy Ouellette

Rosemary Viola

Nancy Vukelich

Glossary of Acronyms:

CAW-TCA National Automobile, Aerospace, Transportation and General Workers Union of Canada, (CAW-Canada) - Syndicat national de l'automobile, de l'aérospatiale, du transport et des autres travailleurs et travailleuses du Canada (TCA-Canada)

JCQ Job Content Questionnaire

JJESC Joint Job Evaluation Steering Committee

JRC Job Rating Committee

NOV Notice of Vacancy