



May 2004

JJESC Bulletin #5

New Job Evaluation System Launched

The Joint Job Evaluation Steering Committee (JJESC), established by McMaster University and the McMaster University Staff Association (MUSA), has been working on the development of a new job evaluation tool for positions in the MUSA bargaining unit. The implementation of the new system is scheduled for June 16, 2005.

We are pleased to announce that we have reached a significant milestone in this joint initiative. The development of the new system and pilot test phase are now complete. MUSA and the University have agreed and signed off on several components including: the Job Content Questionnaire (JCQ), the JCQ Instruction Manual and Sample Responses, the Job Evaluation Plan, the Factor Weightings, and the Rating Notes format.

The JJESC has put a great deal of effort into developing the system and several employees and supervisors have also contributed a significant amount of time into testing the new system.

The next phase of this endeavour requires the collection of job information for every job in the MUSA bargaining unit for the purposes of evaluation by the Job Rating Committee. We are currently organizing the distribution of the Job Content Questionnaire (JCQ) and the JCQ Instruction Manual and Sample Responses for this purpose. Employees in the MUSA bargaining unit and their supervisors will be receiving these documents beginning next week.

We are also pleased to advise that orientation sessions describing the new job evaluation system and process are planned. These sessions will take place during the months of May, June and September at various locations on and off campus. There will be two sessions per day (10:00 a.m. - noon, and 2:00 p.m. - 4:00 p.m.) on each of the following dates:

<u>Date:</u>	<u>Time:</u>	<u>Location:</u>
Tuesday May 18	10:00 a.m. - noon	CNH 104
Tuesday May 18	2:00 p.m. - 4:00 p.m.	DTC 216 (Downtown Centre)
Tuesday May 25	10:00 a.m. - noon	BSB B136
Tuesday May 25	2:00 p.m. - 4:00 p.m.	St. Joseph's Hospital Stelco Amphitheatre, Fontbonne Bldg.
Tuesday June 1	10:00 a.m. - noon	TSH B105

Tuesday June 1	2:00 p.m. - 4:00 p.m.	Chedoke Hospital, Nash Auditorium
Tuesday June 8	10:00 a.m. - noon	HSC 1A1
Tuesday June 8	2:00 p.m. - 4:00 p.m.	Hamilton General Hospital, Margaret Charters Auditorium
Tuesday June 15	10:00 a.m. - noon	BSB B136
Tuesday June 15	2:00 p.m. - 4:00 p.m.	Henderson Hospital, Nurses' Residence Lounge
Tuesday June 22	10:00 a.m. - noon	MUSC Banquet Room (3 rd floor)
Tuesday June 22	2:00 p.m. - 4:00 p.m.	DTC 240 (Downtown Centre)
Tuesday June 29	10:00 a.m. - noon	TSH B105
Tuesday June 29	2:00 p.m. - 4:00 p.m.	Chedoke Hospital, Nash Auditorium
Tuesday September 14	10:00 a.m. - noon	HSC 1A5
Tuesday September 14	2:00 p.m. - 4:00 p.m.	St. Joseph's Hospital Stelco Amphitheatre, Fontbonne Bldg.
Tuesday September 21	10:00 a.m. - noon	HSC 1A3
Tuesday September 21	2:00 p.m. - 4:00 p.m.	(To be confirmed)
Tuesday September 28	10:00 a.m. - noon	HSC 1A3
Tuesday September 28	2:00 p.m. - 4:00 p.m.	Hamilton General Hospital, Room 323

These orientation sessions are critical to the launch of the new job evaluation system and to the process of collecting accurate, complete job content information that will form the basis for the rating of jobs that will follow. You are strongly encouraged to attend. The University considers that the time away from work to attend an orientation session is paid release time. We look forward to showing you the new job evaluation system.

For more information, to review past bulletins or to check for updates on locations of orientation sessions, visit the following websites:

www.workingatmcmaster.ca/jjesc/
www.musa.ca/jjesc.html

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

Sincerely,

The Joint Job Evaluation Steering Committee

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