



**JJESC Bulletin #9**

Date: September 26, 2004

To: Employees in the MUSA Bargaining Unit and Their Supervisors

From: The Joint Job Evaluation Steering Committee (JJESC)

Re: **Deadline for Submission of Job Content Questionnaires (JCQs)**

McMaster University and the McMaster University Staff Association have jointly developed a new job evaluation system for positions in the MUSA bargaining unit. This new system, developed in accordance with the Letter of Intent contained in the Collective Agreement, requires that all positions in the MUSA bargaining unit be described in a Job Content Questionnaire (JCQ) and then evaluated by the Job Rating Committee. The results of the new system are to be implemented effective June 16, 2005.

In order to meet the June 16, 2005 deadline, we need to ensure that an adequate flow of JCQs are available for evaluation by the Job Rating Committee. In that regard, we have developed a schedule of JCQ submission deadlines. Please ensure that JCQs for your area are submitted by the deadline noted below.

Departments/Areas Reporting to:	Including:	Deadline Date for Submission
Various Areas	Pilot Test Participants	October 8, 2004
Vice-President (Administration)	Assistant Vice-President (Administration) <ul style="list-style-type: none"> <li>▶ Accounts Payable</li> <li>▶ Analysis &amp; Budgeting</li> <li>▶ Financial Services</li> <li>▶ Mail Services</li> <li>▶ Purchasing Resources</li> <li>▶ Treasury Operations</li> </ul> Computing & Information Services Health Physics Media Production services Physical Plant Security Telecommunications	October 29, 2004

Departments/Areas Reporting to:	Including:	Deadline Date for Submission
Vice-President, Research & International Affairs	BIMR Institute for Applied Radiation Sciences International Affairs McMaster Accelerator Lab McMaster Institute of Environment & Health Nuclear Reactor Research & HPC Support Research Contracts & Intellectual Property Research Services	October 29, 2004
Vice-President, University Advancement	Public Relations University Advancement	October 29, 2004
Dean & Vice-President, Health Sciences	Administration Anaesthesia Biochemistry & Biomedical Sciences CAF Clinical Epidemiology & Biostatistics Committee on Scientific Development Computation Services Unit Education Services Family Medicine Finance Office HSC Graduate Studies HSC HR (Safety) HSC Library HSC North HSC Vice-President's Office Medicine Nuclear Medicine Obstetrics & Gynecology Occupational Health Programme Pathology Pediatrics Psychiatry & Behavioural Neurosciences School of Nursing School of Rehabilitation Science Surgery	November 12, 2004
Vice-President (Academic)	Associate Vice-President (Academic) <ul style="list-style-type: none"> <li>▶ Arts &amp; Science Programme</li> <li>▶ Centre for Continuing Education</li> <li>▶ Centre for Leadership &amp; Learning</li> <li>▶ Indigenous Studies Programme</li> </ul> Faculty of Business Faculty of Engineering Faculty of Humanities Faculty of Science Faculty of Social Science Library Museum of Art Registrar's Office	November 26, 2004

Departments/Areas Reporting to:	Including:	Deadline Date for Submission
	School of Graduate Studies Student Affairs <ul style="list-style-type: none"> <li>▶ Athletics &amp; Recreation</li> <li>▶ Bookstore</li> <li>▶ Campus Health Centre</li> <li>▶ Career Services</li> <li>▶ Centre for Student Development</li> <li>▶ Hospitality Services</li> <li>▶ Housing &amp; Conference Services</li> <li>▶ International Students' Advisor</li> <li>▶ Student Financial Aid &amp; Scholarships</li> </ul>	

Information about the new job evaluation system was distributed in May of this year. Please refer to the contents of this package for instructions regarding the joint completion of the JCQ. In the event you have misplaced your package, the material is available on either of the following websites:

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

Prompt submission of your JCQ will help to ensure that the results of the new job evaluation system are on track for the June 16, 2005 implementation.

The JJESC is available to provide workshops for departments that require assistance in completing and finalizing their JCQs. If you would like to arrange a workshop for staff in your area, please contact the JJESC.

The timely completion of your JCQ and your support for this joint initiative are appreciated. Should you have any questions about this new job evaluation system, please contact the JJESC via email at <[jjesc@mcmaster.ca](mailto:jjesc@mcmaster.ca)>.