

CUPE Classification Appeal Process

Recommended Action

A mechanism for appeals of classification should be addressed by the CUPE Classification Project Committee and incorporated into the Classification Plan documents.

Appeal Process

Should the employee or their supervisor feel that not all of the relevant information was presented to the CUPE Classification Committee or the information presented has not received proper consideration in the classification decision, they may appeal to a Classification Appeal Committee.

Timelines

As a part of that Appeal, the employee or supervisor would provide a written submission to Human Resources within 7 calendar days (5 working days) of being notified of the decision indicating why they are appealing the classification and outlining the information they feel was not considered or provided to the committee at the time of the original review.

Appeal Committee

An Appeal Committee would be assembled comprising of three individuals: two CUPE Members and one HR representative. The members of this appeal committee will be trained in classification and in evaluating positions utilizing the current job evaluation system. Additionally, the members of the Appeal Committee will not have been involved in the original classification decision.

As part of the process, the Appeal Committee will meet with individual(s) launching the appeal to ensure understanding of their perspective. The Appeal Committee may also wish to meet with the members of the initial Classification Committee to obtain their viewpoint.

Decision

Based on this feedback and the information contained within the JIQ, the appeal committee would determine whether an error was made in the classification allocation. The appeal committee will release its decision within 14 calendar days. Depending upon the number of appeals requested, the timelines may need to be renegotiated with the bargaining unit. In the event that the appeal results in an adjustment to the classification, the incumbent will be granted retroactive pay to the date of the original submission.

The decision of the appeal committee is deemed to be final and binding.