

## National Joint Job Evaluation Committee- Process Document (*Article 55.10*)

1) If an employee or employees believe(s) that they are improperly classified, they are required to discuss their concern with their Manager, Human Resources or the Union as soon as possible. Note that delays in bringing forth concerns may adversely impact the Job Evaluation process.

*Parties should make every effort to discuss and resolve files at the local level.*

2) A file will be referred to the National Job Evaluation Committee (“The Committee”) when:

- there is a reclassification dispute which cannot be resolved locally;
- the Union or Management believes that a new classification should be created;
- an existing classification profile should be modified and/or re-rated

3) In the case of a reclassification dispute which is not resolved locally, upon referral to the Committee, the referring party will complete and submit the JE referral form as soon as possible. This form will include a detailed description of the issue, steps taken to try and resolve the issue, and any relevant documentation. If there is a referral from the local grievance committee meeting, any grievance minutes should be included.

4) The Committee reserves the right to determine whether or not it will accept a referred file, or refer the issue elsewhere.

5) The Committee will attempt to resolve the file **within 4 meetings or 12 months, whichever is sooner**, before referring the file to the accelerated dispute resolution process.

6) If the Corporation creates a new job description or classification or significantly modifies the duties and responsibilities of a classification as per Article 55.4, it will provide a copy to the Committee for review, and if required, for rating.

7) It is the responsibility of the Union to relay updates to employees whose files are being discussed at the Committee. Management will inform the appropriate parties on its side.

Management will also inform employee(s) of the outcome and next steps when reclassifications occur. All notifications should normally be made **within 10 business days** of the file being closed.