

# Process for Requesting Amendment of Seniority List

United Steel Workers (USW) Local 2010

Pursuant to the "Letter of Understanding Re First Seniority List," a member of the United Steelworkers Local 2010 bargaining unit has 3 months following the date of posting (January 15, 2013) to challenge the accuracy of their seniority. A bargaining unit employee on an approved leave of absence at the time the first seniority list is posted has either 3 months from the date of posting, or 30 days following their return from the approved leave, whichever is later, to challenge the accuracy of their seniority.

If an employee's seniority is determined to be inaccurate as posted, it will be corrected. However, such correction will not have any retroactive effect.

**The following process has been established for submitting a challenge to the first seniority list:**

- An employee who wishes to challenge the accuracy of their seniority **must** complete a **Seniority List Challenge Form** and submit the form by email to [hr.reporting@queensu.ca](mailto:hr.reporting@queensu.ca). Forms submitted elsewhere **will not be reviewed**;
- General inquiries with respect to the seniority list should be submitted by email to the University at [hr.reporting@queensu.ca](mailto:hr.reporting@queensu.ca) OR to the USW at [seniorityusw@gmail.com](mailto:seniorityusw@gmail.com);
- The Seniority List Challenge Form must be received **no later than**:
  - the end of business (4:30 p.m.) on April 14, 2013; **or**,
  - 30 days following the employee's return from an approved leave of absence;
  - whichever date is later.
- Seniority List Challenge Forms received later than the applicable deadline **will not be considered**;
- All challenges to the seniority list will be reviewed together, following the April 14th deadline. (challenges submitted after a return from an approved leave of absence that ended following April 14, 2013 will be reviewed on an ad hoc basis when they are submitted);
- Following any necessary corrections, the seniority list will be deemed final for all purposes except in the case of clerical errors;
- Ties: Employees who have the same seniority date will be ranked on the seniority list based on birth date. The order of seniority for all employees who have the same seniority date will be determined based on this process **after** all challenges have been addressed.
- **Probationary Employees:** Article 18.06(c) of the collective agreement states: "Seniority will only be recognized following an employee's successful completion of the probationary period." Therefore, the names of employees who are still serving their probationary period when the first seniority list is posted are not included on the first seniority list.