



Classification System Project Challenge Process Application

Overview:

The recent award regarding classification from Arbitrator Tom Hodges provides the job evaluations and internal relativity based on the application of the new CAW Local 2245/NAV CANADA Classification System. Prior to implementing the results, employees and managers of jobs that fall within the bargaining unit will have an opportunity to provide comment or raise any concerns on how the new system has been applied to their position.

This Challenge Process will be administered by a sub-committee of the project working group including a representative from Towers Watson. It has a mandate to review all new job material, assess how this new material would influence the job ratings rendered by the arbitration award and if they feel a change in rating(s) is necessary to so recommend. All decisions of this panel are final and binding.

Criteria for Application for review:

Any incumbent of a job within the CAW Local 2245 bargaining unit can apply through the Challenge Process for a review of the classification assessment for the employee's substantive position (e.g., not an acting assignment).

The application must:

- Reflect their own substantive job
- Reflect a concern and/or challenge to the application of the rating factor(s) as presented in their individualized letter dated November 12, 2010
- Not challenge the design of the classification system (e.g., choice of rating factors; the factor definitions; the factor weightings; point banding etc).
- Be captured on the authorized form (see <http://www.cawlocal2245.ca>).
- Conform to the time lines established for the Challenge Process

Applications can be submitted by an incumbent or represent multiple incumbents of the same job. If the later, all incumbents must sign the Challenge Process Application form.

Procedure:

The forms for use with the Challenge Process are available from the CAW Local 2245 website or Classifications Project Office (ncrga_cpo@navcanada.ca)

Signatures must accompany the form and if you are providing additional job information the documents should be clearly marked and sent at the same time with the Challenge Process application form.

An application for review will not be considered complete if both the manager and employee portions of data are not received in the Classification Projects Office within their prescribed timelines.

Late submissions will only be considered on an exceptional basis (personal hardship).

Timelines:

Employee/incumbent(s) input is to be submitted to their line managers no later than **December 3, 2010**

Manager input and receipt by the Classification Project Office no later than close of business **December 10, 2010**.

Questions:

Questions regarding the Challenge Process should be directed to Classification Projects Office (ncrga_cpo@navcanada.ca)