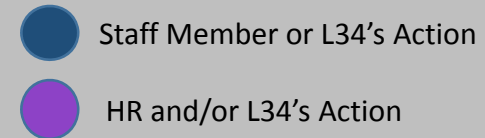


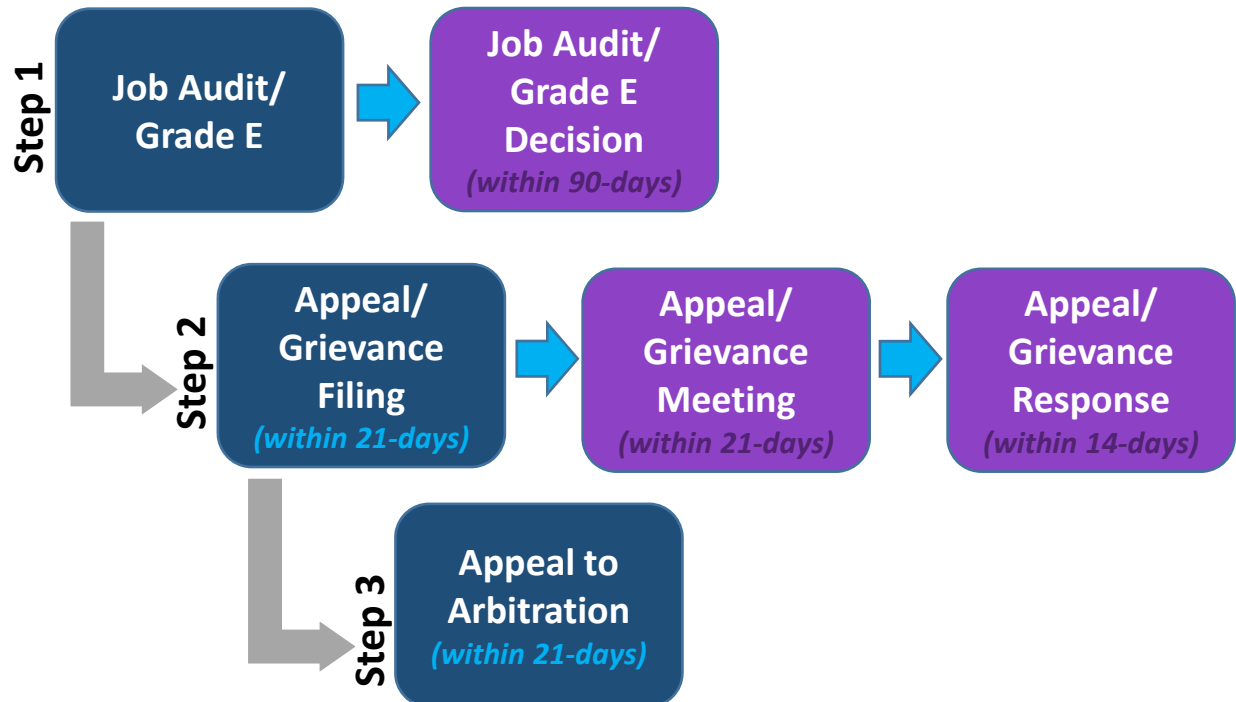
Job Audit/Grade E Timeline

The following diagram illustrates the steps and applicable deadlines associated with the job audit/grade E process as described in the Collective Bargaining Agreement.*



Step 1: Job Audit

- The Staff Member files a [job audit / Grade E Questionnaire](#) form with HR
- A job audit decision is rendered within 90 days of the audit filing. **Note: If the audit is from Labor Grade D to E, the decision is a joint agreement between HR & L34. Also, if supplemental information is submitted before a decision is rendered, the response time is extended by an additional 30-days*



Step 2: Appeal/Grievance

- If the staff member is dissatisfied with the job audit decision, they can submit a written appeal to HR within 21 days of the job audit decision
- The University must convene an appeal/grievance meeting within 21 days of the Appeal filing
- An appeal/grievance response will be rendered within 14 days of the appeal/grievance meeting

Step 3: Arbitration

- If the Staff Member is dissatisfied with the University's response, an appeal to arbitration can be filed within 21 days.

* Human Resources and Local 34 reserve the right to modify the timeline as circumstances arise.