Pursuant to the Memorandum of Agreement dated January 30, 2013 a member of the United Steelworkers Local 2010-01 bargaining unit has 3 months following the date the first seniority list is provided to the Union (December 31, 2013) to challenge the accuracy of their seniority.

Only the names of individuals currently employed as Academic Assistants whose seniority will be jeopardized following an employee's successful challenge to the seniority list will be reorganized. Article 12.08 of the Collective Agreement states "Seniority will be organized by peer. Please complete the Seniority List Challenge Form if you have been employed as an Academic Assistant within the last 24 months.

- x If an employee's seniority is determined to be inaccurate as listed, it will be corrected. However, such correction will not have any retroactive effect.
- x The following process has been established for submitting a challenge to the seniority list:
- x 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

    _____. Forms submitted elsewhere will not be reviewed;
- x General inquiries with respect to the seniority list must be submitted by email to the University at hr.reporting@queensu.ca OR to the USW at chair.aa@usw2010.ca
- x The Seniority List Challenge Form must be received no later than the end of business (4:30 p.m.) on December 31, 2013;
- x Seniority List Challenge Forms received later than 4:30 pm on December 31, 2013 will not be considered;
- x All challenges to the seniority list will be reviewed together, following the April 30th deadline. Following any necessary corrections, the seniority list will be deemed final for all purposes except in the case of clerical errors
- x 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.