



# INFORMATION ON EDUCATION CLASSIFICATIONS AND APPEALS

Article numbers based on the collective agreement as of January 2016.

**Local 038 – NAIT:** A completed job description is submitted to Human Resources either by the Manager or Employee. Human Resources Classification Committee (HRCC) reviews all classification requests submitted to HR. The written classification decision should be provided within 60 working days. There is an internal appeal process through the NAIT Classification Committee (NCC). Once the decision is received from the NCC, employees have fourteen (14) calendar days to submit an appeal to the Director of Human Resources, for a Third Party Appeal (external Chair). The Appeal Board shall render a decision within twenty-one (21) calendar days of the hearing and shall convey the decision to all parties. The decision is final and binding. For complete details on the process, refer to NAIT's Policy HR 2.1.

**Local 039 – SAIT:** Article 10

**Local 052 – University of Calgary:** Article 16

**Local 053 – University of Lethbridge:** Article 15

**Local 071/001 – Lethbridge College:** Article 15

**Local 071/002 – Olds College:** Article 42

**Local 071/004 – Lakeland College:** Article 40

**Local 071/005 – Medicine Hat College:** Article 30

**Local 071/006 – ACAD:** Article 10

**Local 071/007 – Grande Prairie Regional College/Fairview Campus:** Article 36

**Local 071/008 – Portage College:** Article 48

**Local 071/010 – Norquest College:** Article 11

**Local 071/011 – Bow Valley College:** Article 15

**Local 071/012 – Living Waters Catholic:** Article 20

**Local 071/014 – Red Deer College:** Article 17