



## **Acceptable Documentation to Support Appeal of Date on Seniority List**

The date on the Seniority List for certain Members of the UNIFOR Local 5555 Bargaining Unit may not accurately reflect that Member's first date of McMaster employment for the purposes of UNIFOR Local 5555 bargaining unit seniority as per the Collective Agreement. In particular, the date on the List may not reflect time that the Member was employed as a casual or temporary employee paid on what McMaster previously referred to as "Roll 3". The "Letter of Understanding Regarding UNIFOR Local 5555 Bargaining Unit Seniority" provides for the recognition of a period of casual or temporary McMaster service for the purposes of UNIFOR Local 5555 bargaining unit seniority providing it meets certain criteria.

### **Criteria for recognition of casual or temporary service:**

- The "casual or temporary" (previously known as Roll 3) McMaster service has to immediately precede the start of the person's UNIFOR Local 5555 bargaining unit – previously known as Roll 1 – service. In other words, the casual/temporary employment has to be continuous with Roll 1 service.
- A break in employment of one month or less between the casual/temporary and continuing employment is regarded as continuous UNIFOR Local 5555 seniority.
- A break in employment of more than one month may still qualify as continuous UNIFOR Local 5555 service if the pattern of casual/temporary service is similar to a UNIFOR Local 5555 sessional/seasonal appointment of six months or more.

In the case of some employees Human Resources Services (HRS) has records of the period of casual or temporary (previously known as Roll 3) service and has used this information to put a date on the Seniority List that is earlier than the continuing appointment hire date. In other cases, Human Resources Services records are very fragmentary or non-existent. The original letter of appointment to the casual/temporary position may not be present in any HRS file. We will require documentation to substantiate an appeal.

### **Acceptable Documentation:**

- A Letter of Appointment setting out the Member's casual/temporary date of hire, end date, average number of hours per week, etc.
- McMaster pay stubs which show the pay for a period and hours worked. The position that the pay was for would also be useful information.
- A Letter from the Member's Supervisor outlining the casual/temporary start and end dates, average hours per week, the position, the account number, etc.
- Time Sheets, weekly or monthly can be useful information.
- T4A slips showing earnings on the McMaster payroll are supportive evidence, but not conclusive in themselves.
- Other similar documents.

**Unacceptable Documentation:**

- Letters from Human Resources amending cumulative service recognition dates as the University's cumulative service policy aims to recognize the total service of employees
- Prints from the MacVIP database of the Employee Credited Service
- Invitations to Service Awards Receptions
- Letters from oneself claiming continuous service
- None of the above are acceptable in and of themselves unless they are additionally supported by other forms of acceptable documentation