

REFERRAL PROTOCOL DOCUMENT

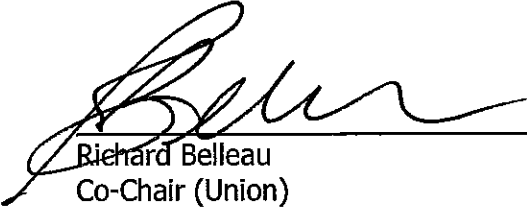
This protocol has been developed by the Joint Classification Committee (JCC) to provide assistance to the Colleges and the Local Unions when matters are referred to the JCC for consideration. The following outlines the steps that must be followed when an issue is forwarded to the JCC:

1. The matter must be discussed at the Local Union College/Campus Committee (UCC) first.
2. The issue may be referred by either party of the UCC to the Co-Chairs of the JCC, through the College Compensation and Appointments Council and the Collective Bargaining Department of OPSEU.
3. The JCC cannot address items that are the subject of a formal grievance. Therefore, if the issue deals with a matter that is currently in the grievance process, the parties to the grievance must agree to suspend the grievance during the consultative process, and provide the JCC written notice of such. It is understood, that forwarding a matter to the JCC will not jeopardize the time lines of retroactivity of a grievance.
4. The JCC will consider matters of a local concern when it is clear, in the data that has been provided, that the matter has been discussed at the UCC and further clarification is being sought by the party or parties making the referral.
5. The referral must outline the specific issue being referred along with any relevant documentation.
6. Where an issue has been referred by only one of the local parties, it is that party's responsibility to provide a copy of the referral to the other party at the same time the referral is forwarded to the JCC.


The other party will then have ten (10) working days to submit, in writing, to the JCC (with copy to the originating party) any additional information they feel is relevant for the JCC's consideration.

7. Once all information has been received by the Council and the Collective Bargaining Department, the JCC will discuss the matter at the next regularly scheduled meeting.

8. When the matter has been discussed fully by the JCC, a joint response will be issued by the Co-Chairs of the JCC to the UCC or by the respective Co-Chair to the referring local party. If the JCC cannot reach an agreement, then the joint response will be limited to indicating "no agreement could be reached by JCC". It is understood that any opinions provided separately by the Management or Union representatives of the JCC cannot be used in an arbitration.



Richard Belleau
Co-Chair (Union)



Bob Hurly
Co-Chair (Management)