

# SGEU Seniority and Appeal Process

*This document is used to guide the SGEU Seniority and Appeal Process*

SGEU Seniority Rosters are produced and distributed **annually** with an effective date of April 1<sup>st</sup> in accordance with Article 8.2 of the PS/GE Collective Bargaining Agreement.

- SGEU Seniority Dates are calculated up to March 31<sup>st</sup>.
- SGEU Seniority Rosters are distributed by Ministry/Agency.
- The format of the SGEU Seniority Roster cannot be altered and is only available in PDF format, with employees listed in alphabetical order.
- SGEU Seniority Rosters are produced annually and cannot be reproduced. In accordance with PS/GE Article 8.2.1.1 H), any changes or updates to the Roster are published in the next annual SGEU Seniority Roster.

## Appeal Process

In accordance with PS/GE Article 8.2.1.1 A), an employee may challenge or appeal their seniority as listed in the Seniority Roster **during the appeal period from July 21<sup>st</sup> to September 30<sup>th</sup>** by submitting a completed SGEU Seniority Appeal Form, along with any supporting documentation, to the Human Resource Service Centre (HRSC) by email, fax or mail.

In accordance with PS/GE Article 8.2.1.1 D), the Public Service Commission (PSC) is responsible for advising employees in writing of its decision within three (3) months of receipt of the appeal.

While an employee will receive written notification of any change to their seniority date, the Roster cannot be reproduced to reflect updates following the appeal period. In accordance with PS/GE Article 8.2.1.1 H), changes are published in the next annual SGEU Seniority Roster.

## Frequently Asked Questions

### ▪ ***How is my Seniority Calculated?***

On completion of an Initial or Equivalent to Initial Probation period, a seniority date will be calculated. The PSC will review the number of hours the employee worked during that period of time and convert that to a Seniority Date.

Employees who worked full-time hours (100%) during their Initial or Equivalent to Initial Probation period, will have the same Seniority Date as their start date.

For employees who worked less than full-time hours during their Initial or Equivalent to Initial Probation period, their Seniority Date will be pro-rated based on the percentage of time worked.

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## ***What is a seniority date?***

A SGEU Seniority Date is a date established for seniority purposes for public service employees who are members of SGEU. The Public Service Commission maintains the official SGEU Seniority Roster used for service-wide staffing and layoffs.

## ▪ ***Why am I showing up in the wrong location?***

Your location is pulled from your assignment's Headquarters on the MIDAS HR/Payroll database. If your location is incorrect, contact your supervisor or manager to determine the correct assignment Headquarters. If a correction to your assignment Headquarters is required, your supervisor or manager will need to contact the HR Business Partner Data Management Specialist to update the Position Assignment Headquarters.

## ▪ ***Does my Summer Student time count towards my Seniority Date?***

Time in a Summer Student position after April 1, 2007 counts towards your SGEU Seniority Date (Letter of Understanding (LOU) #2007-11).

## ▪ ***Why is my seniority date not the same as my start date?***

Your SGEU Seniority Date may not be the same as your start date if you worked less than full-time hours during the Initial or Equivalent to Initial Probation period or if you had a break in service.

## ▪ ***Why didn't my name show up on the Seniority Roster?***

This could be for multiple reasons. Some of the more common reasons are that you did not complete an Initial or Equivalent to Initial Probation period by March 31, 2025 in accordance with PS/GE Articles 7.1 A) or 28.1; or, you changed ministries on or after April 1, 2025. If you changed ministries on or after April 1, 2025, your name will be on your previous ministry's SGEU Seniority Roster.

## ▪ ***Will my seniority date ever change?***

Once your seniority date is established, it will not change unless:

- You have taken an indefinite leave of absence for reasons other than those listed in PS/GE Article 8.1 A) 3. ii), or been on the re-employment list as outlined in PS/GE Article 8.1 A) 4., or
- You have a break in service as indicated under PS/GE Article 8.1 A) 9.

### ***HR Service Centre Contact Information:***

**Phone:** 1-877-852-5808 or 306-798-0000 (in Regina)