



Canadian Union of Postal Workers

Seniority Revision Request

As a result of Appendix "MM" being no longer applicable, we are not entitled to view the personal files of our members. As a result of this, the burden to prove the request to have the seniority date revised falls to the member. It is the responsibility of the member to provide the necessary documentation and/or information to substantiate the date of revision that is being requested.

Seniority Date: this is the date that indicates the first date of hire in the CUPW bargaining unit. A member's seniority date is the date that is used for bidding on assignments, changing classification, or post offices. It determines the member's position on an equal opportunity list and what order to bid on vacation.

Continuous Service Date: this is the date that indicates the first date of hire at Canada Post without a break in service. A member's continuous service date is the date that is used for determining how many weeks of vacation leave a member is entitled to (including preretirement).

Members may request to have their seniority date revised to reflect work within the CUPW bargaining unit under these two conditions:

1. the break in service (employment) with Canada Post can not be more than 9 1/2 months, and
2. the work that was performed must have been within the CUPW bargaining unit

We would recommend that members request to see their personal file, in particular, their payroll component and/or their benefits component. We need documentation to support the request of the seniority revision as a CUPW bargaining unit member. Such information may include but is not limited to:

- a letter of offer of employment
- an orientation letter indicating the start date of your name being added to the Christmas Casual List
- a copy of the Code of Conduct letter displaying your signature and date
- a copy of the "Tampering of the Mail" letter displaying your signature and date

We would also recommend that members request from their supervisor, a copy of the "Overview Organizational Assignment" snapshot from the SAP system; this may indicate the member's employment history with Canada Post and may be useful in supporting their claim.

Without the necessary back-up, the Union will not be in a position to process a member's seniority revision request. Page 2 of this document contains a checklist for standardizing the process at the local level to ensure that the necessary documentation is supplied before forwarding it to my attention at the Regional Office.

Seniority Revision Request Checklest

1. Name: _____

2. HRID#: _____

3. Mailing Address: _____

4. Phone Number: _____

5. Current Work Location: _____

6. Classification: _____

7. Current Seniority Date: _____

8. Seniority Date Revision Request to: _____

9. Please tell us when you worked for Canada Post prior to the date of your current seniority date, and what job you were doing: _____

10. Have you attached some of the following documentation to substantiate your request for seniority revision:

- a letter from Canada Post offering you employment for this period
- a letter of reference from a supervisor for this period of time
- a record of employment (ROE) from CPC for this period of time
- a CUPW union card or record of payment of CUPW Union Dues
- an orientation letter indicating the start date of your name being added to the Christmas Casual List
- a copy of the Code of Conduct letter displaying your signature and date
- a copy of the "Tampering of the Mail" letter displaying your signature and date

Please photocopy everything that you have and attach it to this form. Please submit to your Local for verification prior to forwarding it to the Regional Office.