

Requests for Review of an Initial Step Calculation

The following parameters apply in the event an academic employee believes that his/her initial step calculation should be reviewed.

- The academic employee must provide a specific written rationale to his/her HR Consultant to explain the request for review. Requests that are based on a possible mathematical error or relevant missed information will be reviewed by the HR Consultant. Requests that are based on old/former interpretations will not be reviewed due to changes in college practices and/or rules under the Academic Employee's Collective Agreement.
 - Initial step calculations are not reviewed to take into account a person's teaching experience at Fleming or other outside work experience accumulated after the employee's initial hire date. The initial step calculation stays in place unless and until a person has a 5-year break in teaching service at Fleming. A person's teaching service at Fleming is taken into account in the step progression process. (Note: Contract academic employees who are subsequently hired as full-time academic employees will have a new step calculation completed as of the full-time hire date.)
 - If a review of an initial step calculation finds that there was a mathematical error or that relevant information was missed, the individual's step will be adjusted as of:
 - the individual's start date IF the written request for review was received by HR within 30 days of hire;
- OR
- the date the written request for review was received by HR if the request was made after 30 days of hire.

Revised August 15, 2016