

## APPELLANT INITIATED

### STEP 1: INTAKE [within fifteen (15) business days of becoming aware]

Appeal is submitted by the Appellant to AUPE Classifications. The Appeal will include all of the following information:

- Current up-to-date Job Description;
- Organizational Chart;
- AHS Notification Letter;
- Job Advice Notice (if applicable);
- Appellant Rationale for submitting appeal; and,
- Any other supporting information.

### STEP 2: AUPE REVIEW & SUBMISSION

Appeal is reviewed by Union Representative, Classifications. If information is missing the Appellant will be contacted to submit further information prior to submission to AHS In-Scope Classification & Compensation (ISCC).

### STEP 3: VALIDATION PERIOD

AHS ISCC will validate the appeal once submitted by AUPE Classifications within thirty (30) consecutive calendar days (excluding Saturdays, Sundays, and Named Holidays). Information that will be validated will include the following:

- Appeal submission; and,
- All information as per Step 1.

### STEP 4: INTERNAL REVIEW [Sixty (60) consecutive calendar days (excluding Saturdays, Sundays and named holidays)]

AHS ISCC will conduct a Internal Review with the Appellant and/or Supervisor or Manager which could include any combination of:

- Desk Audit(s); or,
- Teleconference Audit(s).

Upon conclusion of the Internal Appeal AHS ISCC will communicate the results to the Union Representative.

### STEP 5: INTERNAL REVIEW RESULTS

Upon conclusion of the Internal Review AHS ISCC will communicate the results to AUPE Classifications. In turn, AUPE will Communicate the results to the Appellant.

**NOTE:** An Internal Appeal can be complex to schedule. The Appellant must be aware that this process can take a considerable amount of time.

### STEP 6: NEXT STEPS [Within Fifteen (15) consecutive calendar days (excluding Saturdays, Sundays and named holidays) following the date of the decision]

AUPE Union Representative will consult with the Appellant on the Internal Review results and next steps, which could include:

- **Option 1:** Advance to Internal Appeal; or,
- **Option 2:** Withdraw Appeal.

### STEP 7: INTERNAL APPEAL [Within Sixty (60) consecutive calendar days (excluding Saturdays, Sundays and named holidays)] of the Appeal being advanced to this level.

Will consist of the following:

- Appeal Chair;
- AUPE Union Representative; and,
- AHS In-Scope Classifications Advisor.

### STEP 7: INTERNAL APPEAL DECISION [Ten (10) business days]

Upon conclusion of the Internal Appeal, the decision will be rendered by the Appeal Chair within ten (10) business days. The Appellant and/or Supervisor or Manager can attend the communication of the decision via [Telehealth](#) or Teleconference.

### STEP 8: NEXT STEPS [Within Fifteen (15) consecutive calendar days (excluding Saturdays, Sundays and named holidays) following the date of the decision]

AUPE Union Representative will consult with the Appellant on the Internal Appeal decision and next steps which could include:

- **Option 1:** Advance to Third Party Appeal; or,
- **Option 2:** Withdraw Appeal.

### STEP 9: THIRD PARTY APPEAL – EXTERNAL REVIEW [Scheduled within Sixty (60) consecutive calendar days (excluding Saturdays, Sundays and named holidays)]

Upon advancing to Third Party Appeal, the following representatives will attend ONLY:

- Appeal Chair;
- AUPE Union Representative, Classifications; and,
- AHS ISCC Advisor.

### STEP 10: THIRD PARTY DECISION [FINAL DECISION]

On conclusion of the Third Party Appeal the decision will be rendered ten (10) business days after the hearing.

**FINAL AND BINDING:** Third Party Appeal decisions are final and binding on ALL parties.

## CONTACT INFORMATION

### [AUPE Union Representative, Classifications](#)

#### **AUPE Membership Services Officer**

Edmonton: 780.930.3300  
Toll Free: 1.800.232.7284

### [AHS In-scope Classification & Compensation \(ISCC\)](#)

## FORMS & REFERENCES

GSS Collective Agreement Article 19

### [AHS GSS In-Scope Classification Appeal Request](#)

### [AHS GSS Classification System & Processes](#)

### [AHS Intranet \(Insite\)](#)



# CLASSIFICATIONS

## APPEAL FLOWCHART

## ALBERTA HEALTH SERVICES

### APPELLANT INITIATED

ARTICLE 19

MEMBER/APPELLANT

**AHS NOTIFICATION**  
Notification of Classification Decision to Employee from AHS (Job Advice Notice & Notice Red Circle)

**FIFTEEN (15) DAYS**  
to submit appeal as per Article 19

MEMBER/APPELLANT  
File Appeal with AUPE Classifications

PROCESS STOP

**AUPE UNION REPRESENTATIVE**  
- Notifies AHS ISCC of withdraw via official letter;  
- Sends a copy of letter to member.

**AHS ISCC**  
- Confirms receipt from AUPE;  
- Closes file and sends confirmation to AUPE Union Representative.

FILE CLOSURE

YES

#### APPELLANT

- Completes and submits the following to AUPE:
  - AHS GSS In-scope classification appeal request;
  - Job Advice Notice (Decision);
  - Up-to-date Job Description;
  - Organizational Chart (indicating where their position is located);
  - Rationale and other applicable supporting documents.

#### AUPE UNION REPRESENTATIVE

- Reviews information submitted by Appellant and confirms accuracy;
- Contacts appellant for more information if required;
- Submits Appellant(s) appeal to AHS In-scope Classification & Compensation (ISCC);  
[InscopeJobEvaluations@albertahealthservices.ca](mailto:InscopeJobEvaluations@albertahealthservices.ca)

#### AHS ISCC VALIDATION

- Confirms if appeal is valid and within timelines; [thirty (30) consecutive calendar days (excluding Saturdays, Sundays and named holidays)].
- Confirms receipt of Appellants Appeal;
- Verifies all information from Appellant has been received.

NO

**APPEALED WITHIN TIMELINES [FIFTEEN (15) BUSINESS DAYS]**

YES

#### AHS ISCC INTERNAL REVIEW

- AHS ISCC will conduct a Internal Review of the Appeal within **sixty (60) consecutive days (excluding Saturdays, Sundays and named holidays)** of receipt;
- Review will consist desk or telehealth conferences Audit(s) with the supervisor and/or the member;
- AHS ISCC will notify AUPE to schedule a Review Hearing and convey the results.

NO

#### AUPE UNION REPRESENTATIVE

- Notifies the member of the decision and provides rationale;
- **If the decision is in the member's favour, the appeal is closed;**
- **If the classification decision is upheld, the member has fifteen (15) consecutive days (excluding Saturdays, Sundays and named holidays) to notify AUPE if they wish to convey to Internal Appeal.**

NO

**MEMBER/APPELLANT**  
**Appellant Advances to Internal Appeal**  
Notifies AUPE Union Representative via email or decision to advance or withdraw **fifteen (15) consecutive days (excluding Saturdays, Sundays and named holidays)**

#### AUPE UNION REPRESENTATIVE

- **Notification NOT** received from member, Union advances to Internal Appeal or considers the appeal abandoned.
- Member still can withdraw.

YES

#### APPELLANT

Notifies AUPE Union Representative they will convey Appeal to AHS Internal Appeal.

**AUPE UNION REPRESENTATIVE**  
- Notifies AHS ISCC that the Appellant will convey the Appeal to Internal Appeal.

#### AHS INTERNAL APPEAL

- AHS ISCC will schedule an Internal appeal; within **sixty (60) consecutive days (excluding Saturdays, Sundays and named holidays)** of receipt;
- Only the Appeal Chair, AHS ISCC Advisor, and AUPE Union Representative attend

**DECISION RENDERED WITHIN TEN (10) BUSINESS DAYS**

#### AUPE UNION REPRESENTATIVE

- Notifies the member of the decision;
- Provides rationale of decision;
- **If the decision is in the member's favour, the appeal is closed;**
- **If the classification decision is upheld, the member has fifteen (15) consecutive days (excluding Saturdays, Sundays and named holidays) to notify AUPE if they wish to convey to Third Party Appeal.**

NO

#### MEMBER/APPELLANT

**Appellant Advances to Third Party Appeal**  
Notifies AUPE Union Representative via email or decision to advance or withdraw **fifteen (15) consecutive days (excluding Saturdays, Sundays and named holidays)**

YES

**AUPE UNION REPRESENTATIVE**  
Notifies AHS ISCC of Advancement

#### THIRD PARTY APPEAL

- within **sixty (60) consecutive days (excluding Saturdays, Sundays and named holidays)** of receipt
- Only the Appeal Chair, AHS ISCC Advisor, and AUPE Union Representative attend;
- ALL decisions are FINAL & BINDING on ALL parties.

**FINAL AND BINDING DECISION ON ALL PARTIES RENDERED IN TEN (10) BUSINESS DAYS**

FILE CLOSURE

YES

