



MONTH DD, YEAR

2570-01

<EMPLOYEE FIRST AND LAST NAME >

<JOB TITLE>

c/o <LOCATION>

Re: Invitation to Make a Presentation

Dear <FIRST NAME>:

The joint job evaluation committee (JJEC) has reviewed your appeal of rating form for the job of <JOB TITLE>.

As per Article 9.02 of the joint job evaluation terms of reference in the collective agreement, you and your manager have the opportunity to make a presentation to the JJEC to explain and/or elaborate on your written submission.

The next JJEC meeting is scheduled for <DATE>. Should you choose to do so, you may attend this meeting to make your presentation. The presentation will give you the opportunity to clarify the information within the context of the job description which in your opinion substantiates a rating change.

Please contact the human resources advisor at <INSERT PHONE NUMBER> to confirm that you and/or your manager would like to present to the JJEC at this meeting.

Please note that the decision of the JJEC regarding this appeal will be considered final and binding upon the parties and all employees affected

Please feel free to contact a JJEC representative should you have any questions or concerns.

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

<JJEC MEMBER NAME>

Sincerely,

<FIRST LAST NAME>

<JOB TITLE>

cc: <FIRST & LAST NAME, TITLE OF EMPLOYEE'S MANAGER>

<ALL SIX (6) JJEC MEMBERS>