



URGENT — Confirm Your Participation in the Passport Group Classification Grievance

(La version française est envoyée séparément)

Thank you to everyone who joined last night's townhall for Passport members. Here's what you need to do now.

What to do right now

Send an email to info@une-sen.org including:

- Your name
- Your personal email address (recommended over your work email)
- Your Local number or region
- The statement: **"I would like to be part of the Passport Group Classification Grievance."**

Deadline: please send your email as soon as possible, by **Friday, July 24, 2026**.

If you've already emailed your Local directly, your Local executive can forward it to info@une-sen.org — but feel free to send it again yourself to be sure it's received.

A recording of the townhall (English and French interpretation) will be posted on the UNE website.

FAQ

What is this about?

On June 22, 2026, passport agents received an official letter from the employer stating that the classification of their position remained PM-1, even though members expected a move to PM-2. UNE is filing a group grievance to challenge this decision.

Do I have to send an email to benefit if the grievance is won?

No. If UNE wins the grievance, all affected PM-01 passport agents will be reclassified, whether or not they sent an email. That said, the more members who confirm participation, the stronger the case — strength in numbers matters.

Is there a minimum number of participants required?

No minimum, but a higher number strengthens the grievance.

I was on vacation or didn't hear about the meeting — can I still be reclassified if we win?

Yes. A successful grievance applies to all affected passport agents, regardless of whether they attended the meeting or sent an email.

Should I use my work email or personal email?

We recommend using your personal email address for union business.

Can one email cover everyone in my office, or does each person need to send their own?

Each person should send their own individual email confirming they want to be part of the group grievance.

Why isn't a job-description grievance being filed at the same time?

Job description grievances and classification grievances follow two distinct procedures. A job content grievance is a staff-relations grievance grounded in the collective agreement's Statement of Duties provisions, whereas a classification grievance is governed by the Treasury Board Directive on Classification Grievances and proceeds through a separate, one-step process. Although both can be filed at the same time, the Directive requires that any classification grievance be placed in abeyance pending resolution of the job content grievance; the two processes cannot run concomitantly. Given that a job content grievance can take many years to reach a final resolution, initiating one at this stage would represent a significant step backward. Members, the union and the employer have already invested a substantial collaborative effort to produce the current version of the job description. Because that updated description was finalized only very recently through joint work, filing a job content grievance would not be beneficial for the passport group.

If passport officers are reclassified, does management above them automatically move up a level too?

Not automatically — PO managers are usually PM-03. However, the employer could choose to reclassify management as well.

How is the point system comparable between CSO and Passport Officer classification levels?

Although both the Client Service Officer (CSO) and Passport Officer positions are classified at the PM-01 level under the Program Administration job evaluation standard and share the same group and level, the two positions did not receive identical factor ratings or total points. Passport Officers were rated slightly higher on the Knowledge and Responsibility for Contacts factors. These higher individual ratings, however, did not produce a sufficient difference in overall points to result in a different classification level.

Was weekend duty (IRIS system usage) specifically factored into the new job description/metrics?

Yes, weekend duties were included in key activity 11 in the current job description.

Can members leaving through early retirement incentive participate?

Yes, they can be included in this group grievance.

How long does a process like this typically take?

Based on similar cases, roughly 12 to 18 months.

Will there be a recording available?

Yes, it will be posted on the UNE website with English and French interpretation.