

Review-ready packet

Organized for review, not legal advice.

Location	Ontario, Canada
Employer label	Current employer
Role	Operations coordinator
Record starts	2026-02-10
Issue categories	Major role/pay changes
Contents	4 timeline entries, 2 people, 3 record references

This packet organizes facts, dates, people and record references for private review. It does not assess legal strength, recommend action, or replace advice from a qualified employment lawyer. Original documents are not stored in SteadyFile; keep them separately and attach them when needed.

01 Timeline of events

1. 2026-02-10 - Meeting or call

Date confidence	Exact
How it happened	Meeting
Where	Manager's office, 2nd floor
What happened	Monthly one-on-one. Agreed that I take over vendor scheduling from March 1, and that we look at it again at the mid-year review.
What was said	Manager: "Let's add vendor scheduling to your role from March 1 and look at it at mid-year."
People involved	Manager
Supporting records	Calendar invite, my notes from the meeting
Why it matters	Records when the added duties were agreed and when they start.
Written on device	Written 2026-02-10 22:05 UTC, edited once (last 2026-02-11 13:20 UTC)

2. 2026-02-12 - Email or message

Date confidence	Exact
How it happened	Email
What happened	Sent my manager a short recap of the one-on-one: vendor scheduling added from March 1, to be reviewed at mid-year.
People involved	Manager

Supporting records	Recap email
Why it matters	The agreement in writing, two days after the meeting.
Raised with	HR advisor (email), asked whether the job description would be updated
Response	HR replied on February 19 that job descriptions are updated at the mid-year review.
Written on device	Written 2026-02-12 17:48 UTC, edited once (last 2026-02-19 15:10 UTC)

3. 2026-06-16 - Meeting or call

Date confidence	Exact
How it happened	Meeting
Where	Teams call
What happened	Mid-year review. Manager said vendor scheduling was going well and that a title change would be considered in the fall review cycle.
What was said	Manager: "Let's put the title change into the fall cycle."
People involved	Manager
Supporting records	Mid-year review form
Why it matters	Follows up on what was agreed on February 10.
Gaps or uncertainty	When the fall review cycle starts.
Written on device	Written 2026-06-16 20:12 UTC, not edited since

4. Late June 2026 - Document or policy

Date confidence	Approximate
How it happened	HR portal
What happened	Saved a copy of my current job description from the HR portal, ahead of the fall review cycle.
People involved	Not provided
Supporting records	Job description PDF
Follow-up needed	Does the job description in effect on March 1 mention vendor scheduling?
Gaps or uncertainty	Exact download date.
Written on device	Written 2026-06-28 02:31 UTC, not edited since

02 People involved

1. Manager

Role	Direct manager
Relationship to situation	Holds the monthly one-on-ones and the mid-year review.
Related event	2026-02-10 - Meeting or call
Notes	Not provided

2. HR advisor

Role	HR advisor
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Relationship to situation	Answered the question about the job description.
Related event	2026-02-12 - Email or message
Notes	Not provided

Also named in timeline entries

- Manager

03 Supporting records index

Records noted on timeline entries

- Calendar invite (2026-02-10)
- my notes from the meeting (2026-02-10)
- Recap email (2026-02-12)
- Mid-year review form (2026-06-16)
- Job description PDF (Late June 2026)

EV-001 recap-email-2026-02-12.pdf

Type	Email
Description	PDF export of the recap sent after the February 10 one-on-one.
Where currently stored	Personal email export
Document date	2026-02-12
Related timeline entry	2026-02-12 - Email or message
SHA-256	Not recorded
Size	232.5 KB
Original stored in SteadyFile	No
Notes	Not provided

EV-002 vendor-schedule-2026-03-02.png

Type	Screenshot
Description	Shared vendor schedule showing me as the owner from March 1.
Where currently stored	Phone photos
Document date	2026-03-02
Related timeline entry	2026-02-10 - Meeting or call
SHA-256	Not recorded
Size	Not recorded
Original stored in SteadyFile	No
Notes	Keep the original image with the exported packet.

EV-003 mid-year-review-2026-06-16.pdf

Type	Document
Description	The mid-year review form, as shared after the meeting.
Where currently stored	Paper copy at home

Document date	2026-06-16
Related timeline entry	2026-06-16 - Meeting or call
SHA-256	Not recorded
Size	151.2 KB
Original stored in SteadyFile	No
Notes	Not provided

Original documents are not stored in this packet. Use this index to print, save, or attach the originals separately before a meeting, a review or a consultation.

04 Gaps and uncertainties

- 2026-06-16 - When the fall review cycle starts.
- Late June 2026 - Exact download date.

05 Questions for reviewer

- Late June 2026 - Does the job description in effect on March 1 mention vendor scheduling?

06 Record history

Server history was not available for this packet (not signed in, or account sync turned off).
Entry times shown are from the device the entries were written on.

07 Disclaimer

This is a record prepared by the user. It is not legal advice.

SteadyFile provides documentation tools and general legal information. It does not provide legal advice and does not create a lawyer-client relationship. For advice about your specific situation, consult a qualified employment lawyer.