



LOCAL 1998

Grievance Procedure

Timelines are Important

THE INCIDENT

Make special note of the following regarding the incident: Who, What, When, Where, Whom, Why, and How



THE INFORMAL STEP

At this step, attempts are made to resolve the issue stemming from the "incident" without going through the formal Grievance Process.

Timeline:

Issue must be brought forward within 15 working days of the incident to Supervisor.

Decision/Response must be given with 5 working date of the issue being raised.

Minimum - 0 days

Maximum - 20 days (15 days to raise + 5 days to respond)



STEP 1

If the issue stemming from the incident is unresolved in the "Informal Step", a grievance may be filed by submitting written notice to LR.

Timeline:

Within 5 working days of the grievance being filed, the University shall meet with the Union.

Within 5 working days of the meeting, the University must give its decision in writing.



STEP 2

If the decision of Step 1 was unsatisfactory, the grievance may be advanced to Step 2 OR 3 within 10 working days of receiving the decision from HR/LR.

Timeline:

Within a further 10 working days of the notifying the University of the intention to advance, the University i.e. HR/LR shall meet with the Union.

Within 10 working days of the meeting, the university shall provide its written decision to the Union.



STEP 3

If the decision of Step 2 is unsatisfactory, the grievance may be advanced to Step 3 to be heard by the VPHRE & LR.

Timelines:

Within 5 working days of receiving the decision from Step 2, the grievance may be advanced to Step 3.

Within 7 working days of advancing the grievance, the University shall meet with the Union.

Within 7 working days of the meeting, the University shall give its written decision to the Union.

Arbitration

Cases for Arbitration are brought before the Grievance Committee for Review and a vote.