

Updated Grievance Process

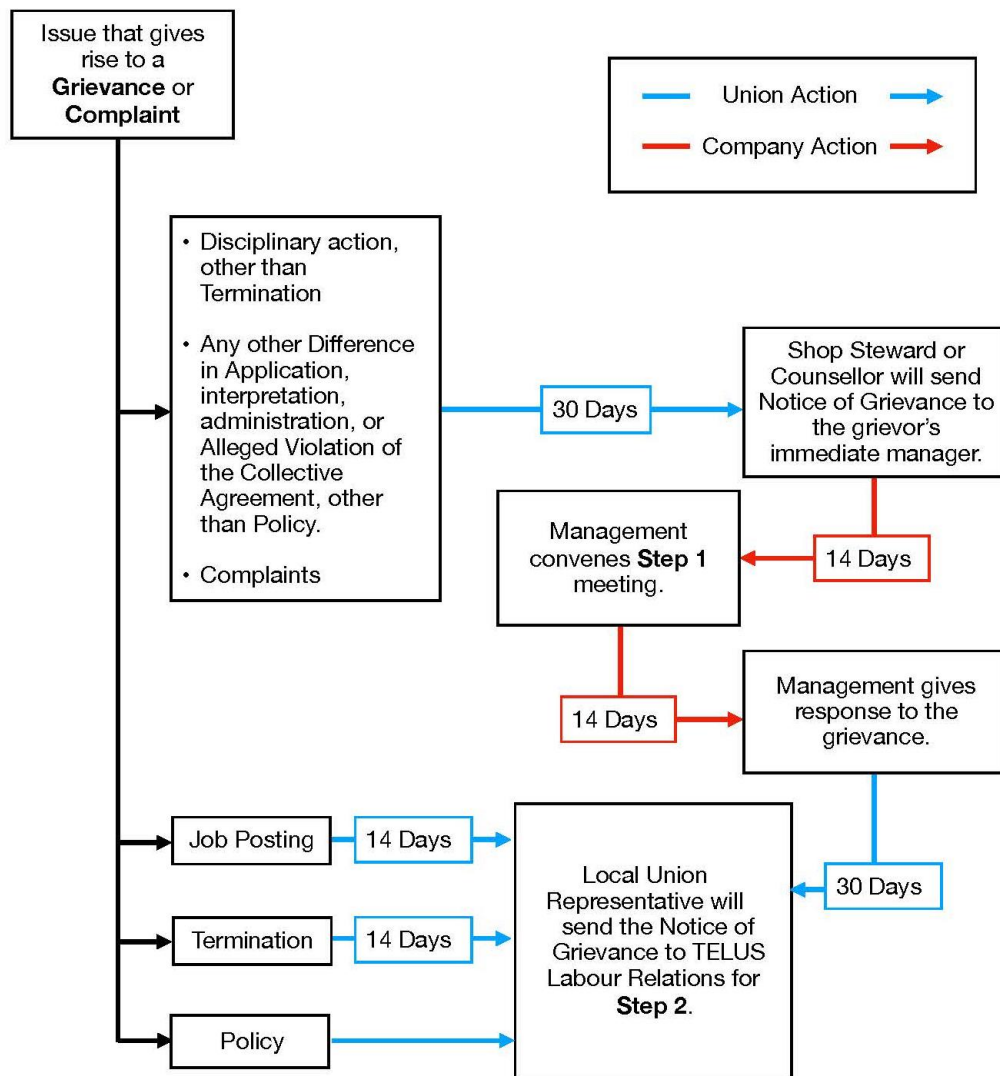
Most grievances will go to **step 1**. The member still has **30 days** to file the grievance. Management now has **14 days** to convene the **step 1** meeting, and then another **14 days** to respond to the grievance.

Following the response, the union has **30 days** to send the grievance to **step 2**.

Job Posting and Policy grievances, along with Terminations will go directly to **step 2**, to be handled by a Local Union Representative. Job Posting grievances and Terminations have to be filed within **14 days**, similar to the previous Collective Agreement.

The following chart outlines the new timelines:

Grievance Process Flowchart



See Article 11 of the Collective Agreement for the full grievance process.

Amount of days refers to the deadlines at each point in the grievance process. See Article 11.03, for details on the deadlines.

Attendance at each meeting

Step 1

Attendance at the Step 1 meeting is described in Article 11.11 as follows:

The grievor and Shop Steward will attend the meeting. A manager at the level directly above the immediate manager will attend the meeting, along with the immediate manager or their designate. Where there is no level of management between the immediate manager and the Director level, the management representatives at the meeting will be determined by the Company.

For the union, in this meeting, there is the **grievor and a Shop Steward**.

Typically in Clerical, there should be the **Operations manager, and the immediate manager**.

In Craft, there may not be a level of management between the immediate manager and the Director level, therefore management may choose **a designate from the level of the immediate manager**.

Step 2

Attendance at the Step 2 meeting is described in Article 11.14 as follows:

[...] The Local Union Representative will attend the meeting along with the Labour Relations representative. Either party may have one additional representative at the meeting. [...]

The attendance at Step 2 is the same as described in the previous Collective Agreement's Step 3 meeting. The only change is to the timeline:

[...] Labour Relations will render its decision, in writing, within thirty (30) days of the grievance meeting.