

Grievance Timelines

Members should always refer to their collective agreement to confirm the timelines that apply to their grievance process. The following timelines are currently applicable to **Treasury Board employees**.

	MEMBER TO FILE	MANAGEMENT TO HEAR AND RESPOND	MEMBER TO TRANSMIT TO NEXT LEVEL
Individual Grievance			
1st Level Local	Within 25 working days from when the member becomes aware of an action or omission	Within 10 working days	10 working days
2nd Level Local		Within 10 working days	10 working days
3rd Level National		Normally, within 20 working days	40 calendar days (if adjudicable)
Exception - When the employer demotes or terminates an employee, the grievance bypasses the first and second levels and proceeds directly to the final level (National Office).			
Group Grievance			
1st Level Local	25 working days from when a group of members becomes aware of an action or omission	Within 10 working days	10 working days
2nd Level Local		Within 10 working days	10 working days
3rd Level National		Normally, within 20 working days	40 calendar days (if adjudicable)

National Joint Council Grievance (NJC)

1st Level Local	25 working days from when the member becomes aware of an action or omission in contravention of an NJC policy or directive	Within 10 working days	10 working days
2nd Level National		Within 10 working days	10 working days
3rd Level National		Normally, within 10 working days	40 calendar days (if adjudicable)

Classification Grievance

One Level National	A member has 35 calendar days to file a grievance from the date they are notified of a classification decision. IF that decision is relayed verbally, a follow up confirmation by email is recommended.		Normally, within 80 calendar days

Policy Grievance

Policy Grievances are grievances that can **only** be filed by the union or the employer. The grievance must pertain to the interpretation or application of the collective agreement or an arbitral award. There is only one level in the policy grievance process. **The grievance can only be submitted and presented at the final level with the approval of PSAC as bargaining agent.**

Policy grievances are “new” in that the union can now file a policy grievance whether or not the dispute can be the subject of an individual grievance.

Policy grievance process consist of one level (Regulations Section 83)

Bargaining Agent or the employer may present policy grievance within **25** days of becoming aware of matter giving rise to the grievance.

Bargaining Agent or the employer has **30** days to respond.

Local representatives **must be diligent** in ensuring that sufficient time is allowed for all documentation to be sent and received by the UNDE National Office in order for the component to review the issue, make recommendations and forward the file to the PSAC.

PSAC Grievance and Adjudication Section will conduct their review and make recommendations to the President PSAC.

All these actions, and the filing of the Policy Grievance before Treasury Board, **MUST** occur within the **25-day** timeframe.