

GRIEVANCE HANDLING

NBA GRIEVANCE TIMELINE TRACKER - WORKSHEET

	DATE OF ACTUAL OCCURRENCE
Issue occurs or member becomes aware of issue.	
Within 14 calendar days (Step 1), Grievor, Steward and Employer meet to discuss issue. Request disclosure.	
Within 7 calendar days of Step 1, Employer and Steward will determine if grievance has been resolved.	
Within 14 calendar days of determination, Steward may submit Grievance Form to manager. Send all forms, notes, disclosures to LRO.	
Within 7 calendar days of receipt of form, Employer will provide written response to grievance. Union and Employer will exchange relevant documents.	
The Union and Employer, will meet within 21 calendar days after all legally relevant documents are exchanged to attempt to resolve the issue.	
Within 7 calendar days of Step 2 meeting, Employer will respond in writing.	
Within 90 days of response being received, Union may refer grievance to arbitration.	