

## 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. |                           |
| Within 21 calendar days of written response (Step 2), Union and Employer will meet to attempt resolve.   |                           |
| 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.   |                           |