The Grievance Procedure – How Does it Work?

Please complete the questionnaire. Mark the correct response(s). Some questions may have more than one correct response.

1. A grievance

   (a) is presented by the grievor to the grievor's immediate supervisor;
   (b) can be presented by the union on behalf of the union;
   (c) can be signed by the grievor but presented by the union representative;
   (d) can be signed by a union representative on behalf of an employee (who doesn't want to sign or file his/her own grievance).

Answer:	Ref:

2. The collective agreement obliges an employee or the union to first discuss the matter with the supervisor before filing a grievance. Is this statement true or false?

Answer:	Ref:

3. A grievance is not valid unless it is on the appropriate grievance form. Is this statement true or false?

Answer:	Ref:

4. A representative of the union must sign each and every grievance that is presented to the employer. Is this statement true or false?

Answer:	Ref:

5. A grievance must be filed within ___ days of

(a) the alleged violation of the collective agreement;
(b) the date of the employer's written notification of the situation giving rise to the grievance;
(c) the grievor first becoming aware of the circumstances giving rise to the grievance;
(d) receiving an unsatisfactory decision of the employer.

Answer:	Ref:

6. A "day" is defined as

   (a) a working day;
   (b) any day between Monday and Friday;
   (c) any day excluding Saturday, Sunday and designated paid holidays.

Answer:	Ref:

7. Information on the number of levels and the titles of the employer's representatives at each level of the grievance procedure is to be found

   (a) in the collective agreement.
   (b) on notices posted by the employer.
   (c) by asking the immediate supervisor.

Answer:	Ref:

8. It is the grievor who must present the grievance to the immediate supervisor. Is this statement true or false?

Answer:	Ref:

9. The union has the right to a hearing at each level of the grievance procedure.

Answer:	Ref:

10. A copy of the employer's decision at each level of the grievance procedure will be provided to

    (a) the steward;
    (b) the grievor;
    (c) the appropriate representative.

Answer:	Ref:

11. When the employer does not respond to the grievance within the time limits, the steward should

    (a) conclude that the employer has allowed the grievance;
    (b) ensure that the grievance is presented to the next level within ___ days.

Answer:	Ref:

12. A grievance against an employee's discharge shall be presented directly to the final level of the grievance procedure. Is this true or false?

Answer:	Ref:

13. A grievance is considered abandoned when

(a) time limits are not respected;
(b) an employee so notifies the employer in writing.

Answer:	Ref:

14. Time limits may be extended by mutual agreement of

(a) the employer and the employee;
(b) the employer, the employee and where appropriate, the union representative;
(c) the union and the employer.

Answer:	Ref:

15. Under no circumstances can a level in the grievance procedure be bypassed. True or False?

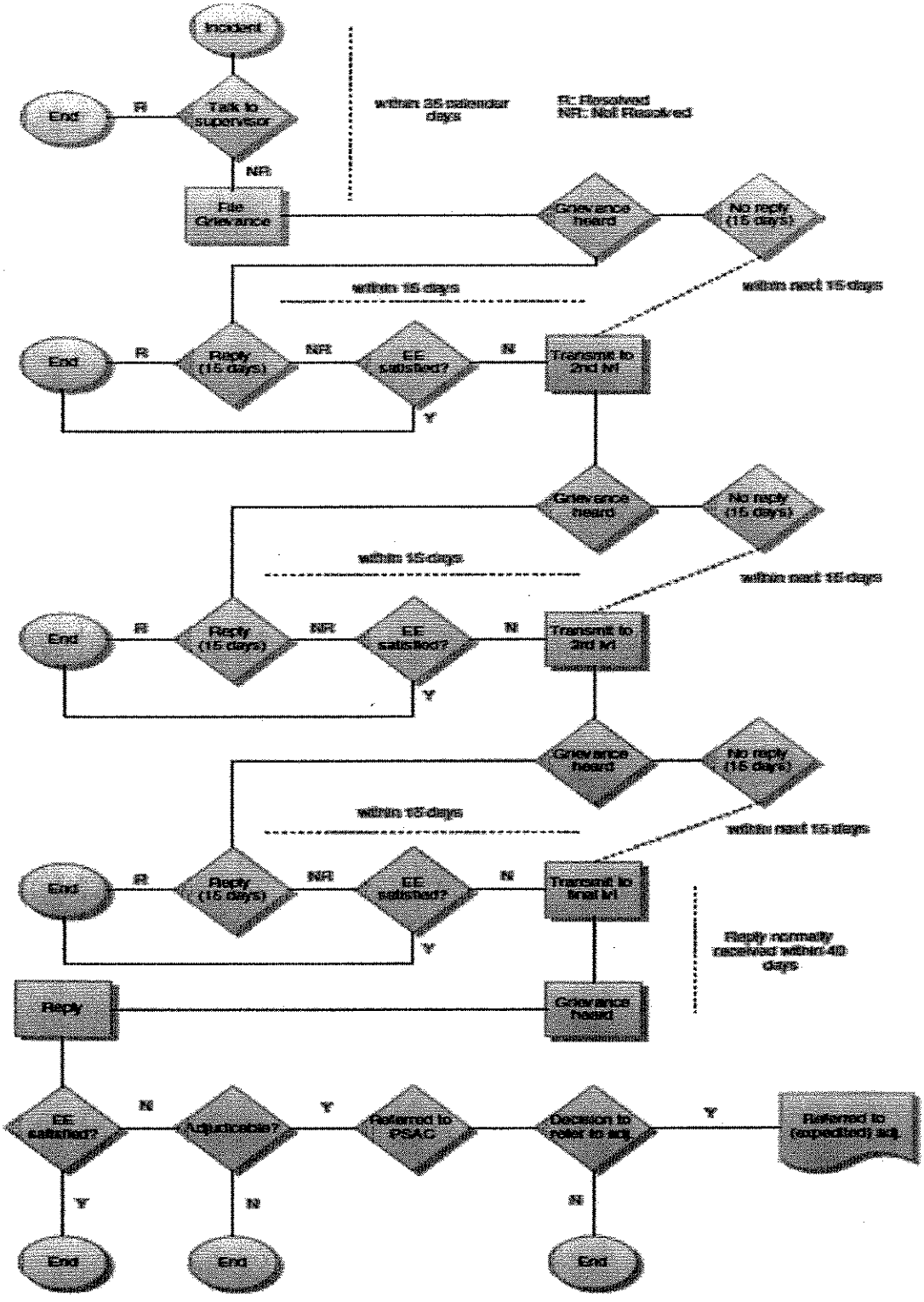
Answer:	Ref:

16. A manager can dismiss a grievance if she/he thinks it is trivial, vexatious, in bad faith or frivolous. True or False?

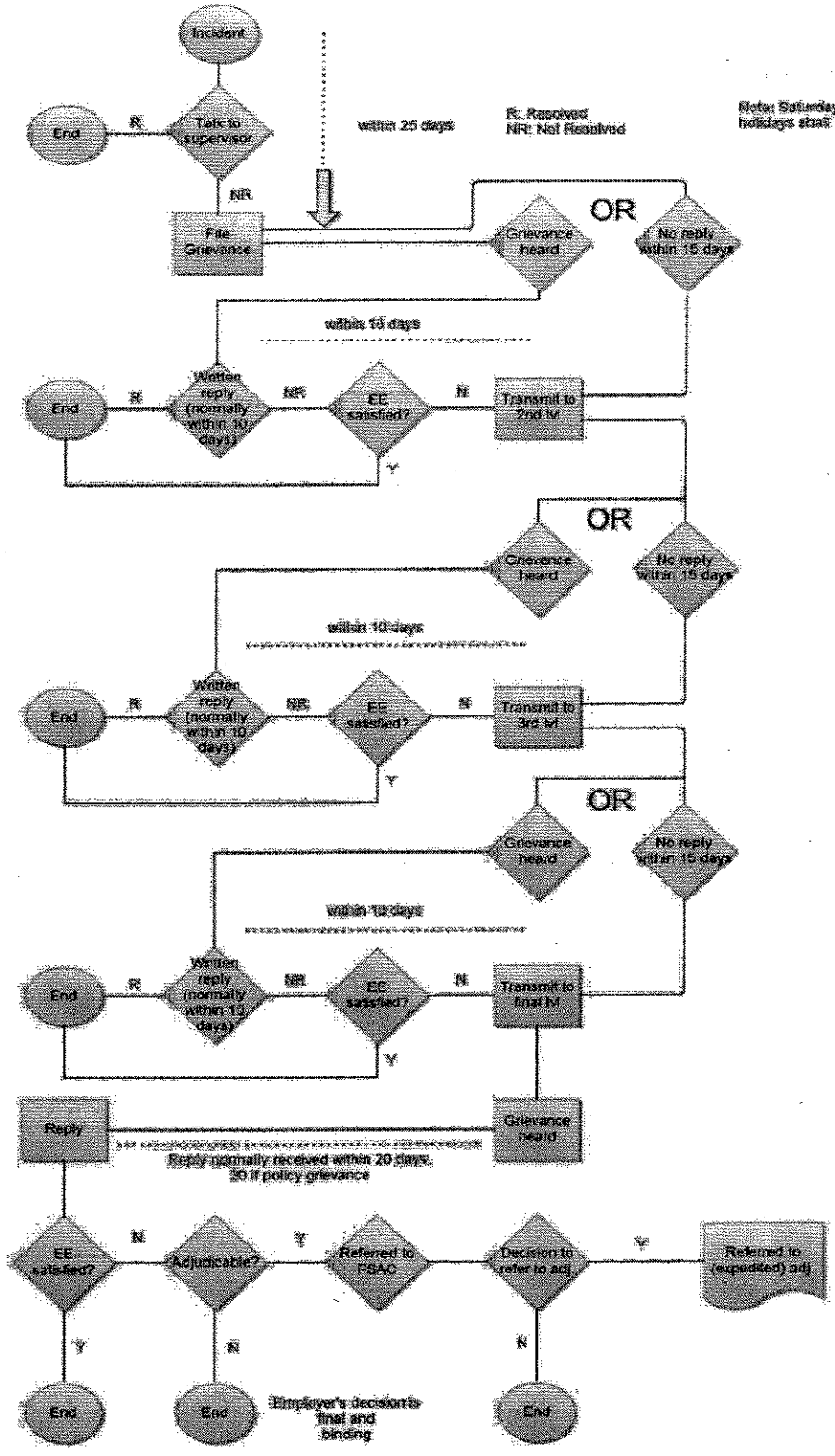
Answer:	Ref:

ADDITIONAL NOTES:

Grievance Process – Canadian Food Inspection Agency



Grievance Process – Treasury Board



NOTE: There is a one year time limit to file an individual human rights grievance.