

TIME LIMITS

Time limits are of significant importance in the handling of a grievance. As these limits differ in the various collective agreements, both the employee and the supervisor should consult the applicable article to ensure compliance with time limitations. Extensions of the time limits may be allowed if mutually acceptable to both the employee and management.

With respect to employees in the FS group, agreement was reached during negotiations of the current FS contract that the following time limits for presentation of a grievance at the first level would replace those set out in the Public Service Staff Relations Board Regulations and Rules of Procedure:

Employees in Canada: Not later than the 25th day

Employees outside Canada: Not later than the 40th day after the date on which the employee is notified orally or in writing, or on which he first became aware of the act, omission or circumstances giving rise to the grievance.

The time limits for presentation at the second level remain the same as indicated by the Public Service Staff Relations Board Regulations and Rules of Procedure (Appendix E).

Where it is necessary to present a grievance by mail, the grievance shall be deemed to have been presented on the day on which it is postmarked and it shall be deemed to have been received by the Employer on the day it is delivered to the appropriate office of the department concerned. Similarly the Employer shall be deemed to have delivered a reply at each level on the date on which the letter containing the reply is postmarked, but the time limit within which the grievor may present his grievance at the next higher level shall be calculated from the date on which the Employer's reply was delivered to the address shown on the grievance form. With respect to letters sent through departmental channels, for purposes of this clause, a letter shall be deemed to be postmarked on the date of the schedule with which it is transmitted.