

COMMENTS

1. The grievance procedure is available to excluded as well as non-excluded employees of the department, subject to the limitations set out in Section 2 of the Public Service Staff Relations Act.
2. The authorized representatives for replying to grievances are listed in Appendices A, B and C.
3. Prior to submitting a formal grievance an employee is strongly encouraged to discuss the problem with his/her supervisor. In such situations time limits should be noted and extensions considered where warranted. It has been our experience that a substantial number of potential grievances are resolved as a result of frank problem-solving discussions. Lacking this sort of communication, the parties involved may well assume rigid positions which make resolution of the problem more difficult.
4. Instructions for the presentation of a grievance are set out on pages 6 and 7.
5. A grievance shall not be deemed to be invalid by reason only that it is not in accordance with the form supplied by the employer.
6. Appendix D lists the bargaining agents and the occupational groups which fall under their jurisdiction.
7. Applicable excerpts of the "Public Service Staff Relations Act" and "the Regulations and Rules of Procedure" that flow from it are contained in Appendix E.
8. Appendices F, G and H are the forms used in the presentation of a grievance.
9. Grievance documents are not incorporated into an employee's personnel file but rather are retained on separate grievance files.