

PUBLIC SERVICE STAFF RELATIONS BOARD  
REGULATIONS AND RULES OF PROCEDURE

Grievance Process

73. (1) Each employer shall prepare and submit to the Board for its approval a grievance form or forms which shall require the following information to be stated by the aggrieved employee:
- (a) the name and address of the aggrieved employee and such additional information as the employer may deem necessary to identify the aggrieved employee;
  - (b) a concise statement of the nature of each act or omission complained of, including, where relevant, such reference to
    - (i) the statute, regulation, by-law, direction or other instrument made or issued by the employer, or
    - (ii) the collective agreement or arbitral award alleged to have been violated or misinterpreted as will identify the nature of the alleged violation or misinterpretation;
  - (c) the steps, if any, that have been taken by the aggrieved employee for the adjustment of the matters giving rise to the grievance;
  - (d) the date or dates upon which each act or omission or other matter giving rise to the grievance occurred; and
  - (e) the corrective action requested by the aggrieved employee.

(2) Before or after approving a form submitted under subsection (1), the Board may require an employer to alter the form in such manner as the Board may deem appropriate.

(3) Upon approval by the Board of a form submitted under subsection (1), the employer shall make copies thereof available to all employees concerned.

74. (1) An employee shall present a grievance, at any level, to his immediate supervisor or local officer-in-charge and that supervisor or officer shall forthwith
- (a) forward a copy of the grievance to the authorized representative of the employer at the appropriate level; and
  - (b) deliver or cause to be delivered to the employee a receipt stating the date on which the grievance was received by him.