

Presentation of a Grievance at Intermediate and/or Final Level

- Employee completes Grievance Transmittal Form TB 330-6 as per instructions on back of form. Appendix G.
- Employee presents Transmittal Form to his/her immediate supervisor.
- Supervisor signs and dates form (Section 3).
- Copy Number 3 is returned to the employee.
- Copies 1 and 2, as well as all other relevant information, are forwarded to APRS for action and onward transmission to the Under-Secretary or delegated representative.

Reference of a Grievance to Adjudication

- When an employee has presented a grievance at the Final Level and is dissatisfied with the decision, the grievance may be referred to adjudication before the Public Service Staff Relations Board if the grievance relates to:
 - (i) the application or interpretation of a collective agreement or arbitral award and the employee has the approval of and is represented by the bargaining agent, or
 - (ii) disciplinary action resulting in suspension, discharge or financial penalty.
- A special adjudication form is available for this procedure from APRS. (Appendix H).