

INSTRUCTIONS

Presentation of a grievance at the First Level

- Employee completes Grievance Form TB 330-5 as per instructions on back of form (subject to time limitations of employee's collective agreement, if they differ from those on form).

Appendix E.

- Employee presents grievance to his/her immediate supervisor.
- The supervisor signs and dates the form (Section 4).
- Copy Number 5 is returned to the employee.
- Copy Number 1 is presented to the First Level Authorized Representative.
- Copy Number 2 is forwarded to APRS.
- Copies Numbers 3 and 4 are forwarded to the Union Representative at address shown in Section 2, (if Section 2 is incomplete, the copies are forwarded to APRS).
- The First Level Authorized Representative ensures that a thorough investigation concerning "grounds for grievance" is completed.
- First Level Authorized Representative replies to the employee's grievance in memo form (after consultation with APRS if required).
- The original reply is for the employee's retention.
- One copy of the reply, signed and dated by the employee, is forwarded to APRS by the First Level Authorized Representative.
- One copy of the reply is forwarded to the Union Representative (subject to completion of Section 2 of the grievance form) by First Level Authorized Representative.