

GRIEVANCE REPLIES

Grievance decisions are rendered in writing by authorized representatives (Appendices A, B and C). It is departmental policy that decisions be based on "What" is right rather than "Who" is right.

A grievance reply should be clear, concise, and deal directly with the corrective action requested. In addition it is to be worded in such a way as to convey a final non-negotiable decision.

Situations arise where consultation with Staff Relations and Compensation Division (APRS) is required prior to rendering a decision at the first level, particularly where the grievance is the result of a condition, control over which has not been delegated. In these instances APRS will consult with the appropriate responsibility centres, and advise the first level authorized representative as to an appropriate response.

GRIEVANCE RELATING TO CLASSIFICATION OR DISCHARGE

In the case of a grievance relating to classification or disciplinary action resulting in discharge, the procedure for receipt of the grievance form is the same with the exception that the grievance is presented directly at the Final Level.