



## **UNW GRIEVANCE PROCEDURE**

### **EMPLOYEE/UNION**

The employee/union has 30 calendar days to file a grievance regarding the interpretation/application of the Collective Agreement and 15 days on other issues.

### **LEVEL 1**

The First Level grievance respondent has 14 calendar days to respond in writing from when the grievance was received.

The Union has 14 days from receipt of the written response to forward to the Second Level.

### **LEVEL 2**

The Deputy Head has 30 calendar days from receipt of the Second Level grievance to respond.

The Union has 21 calendar days from receipt of the Final Level response to forward the grievance to arbitration.

### **ARBITRATION**

As necessary.

**NOTE:** Time limits may be extended through mutual agreement.