

# Advanced Union Representative Activity #3 “Know Your Grievance Procedure”

Use your contract’s Grievance Procedure to answer the following questions:

1. How many steps or levels does your grievance procedure have?
2. What can you/can you not grieve?
3. Who can grieve? Does this change as you progress through the process?
4. Do you count workdays or calendar days for your grievance timelines?
5. Are all time limits of equal length?
6. Can the timelines be suspended?
7. Do you have binding arbitration?

Complete the following chart:

Level	Who can file?	How long after violation do you have?	Who do you send it to?	How long does he/she have to respond?	Can response be verbal? What if there is no response?	How long does the union have to advance to the next level?
First						
Second						
Third						
Fourth						
Fifth						

# Past Practice Flowchart

