



Forwarding Grievance Files to the National Office

In order to provide the best possible service to membership, and assist Locals to ensure a smooth, timely and efficient transfer of grievance files from the Local to the National Office, documentation should be retained with the Local until the file is at the stage where representation will be provided by the National Office.

A complete grievance file should be forwarded to our National Office when:

- a labour relations grievance has been transmitted to the third/final level;
- a National Joint Council (NJC) grievance has been transmitted to the second level;
- a grievance concerning a demotion or termination of employment under the *Financial Administration Act* (as identified in the letter of termination or demotion) has been filed;
- a classification grievance has been filed.

Grievance files can be sent by e-mail to agrunion@psac-afpc.com. For larger files, please use DROPZONE at: <https://ftp.psc.com/dropzone/2910a7a2>. We recommend zipping your documents/folders to keep the information organized. Click on “add,” attach the file and click on “upload.” Please send each grievance individually and well labelled, and all documents should be legible. Please upload/send all files using the following format: **Grievor’s name – Grievance number – Name of the document.**

Instructions regarding how to zip files can be found

here: <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5> and for a Mac, here: <https://support.apple.com/en-ca/guide/mac-help/mchlp2528/mac>

It is essential to forward the complete grievance file to the National Office as soon as possible once the transmittal has been completed by the Local and signed by the employer representative. Likewise, when a demotion, termination or classification grievance has been filed, the file should be sent to the National Office. These events are the trigger to prepare the file and forward it to the National Office since there is no systematic notification to the National Office from the employer. We are sometimes notified by the employer that a grievance is at the final level, and in these cases, we will follow up with the Local.

A complete grievance file is essential to the process. We have listed below the documentation that should be included in the grievance package for labour relations

grievances at the third/final level and for National Joint Council (NJC) grievances which have been transmitted to the second level. To clarify, the Local is responsible for representation of first and second level labour relations grievances and first level NJC grievances. The National Office is responsible for third/final level labour relations grievances as well as second and final level NJC grievances.

A complete grievance file should include the following information and documentation:

- Grievance Presentation Form* with Employer Signature
- Transmittal forms* to level 2 and 3 with Employer Signature
- Agreement(s) to extend time limits and/or skip levels (if applicable)
- Employer's response at Level 1 and 2
- Any email exchanges between the Employer and you on this matter (if applicable)
- Canadian Human Rights file number (if applicable)
- Medical certificates (if applicable)
- Chronology of events and documents that led to the grievance, with dates
- Outline of arguments presented at all levels of the grievance hearing
- A completed Steward Fact sheet is helpful to ensure all the supporting information is accounted for and can be found here: http://psacunion.ca/sites/psac/files/attachments/pdfs/steward_factsheet_e_final.pdf

*All forms can be found here: [All Forms - Agriculture Union](#)

Classification grievance

When a classification grievance is filed, the documentation listed below must be provided to our National Office as soon as possible. Upon receipt of the required documentation, the file will be forwarded to the PSAC Representation Section with a request to have it reviewed for representation purposes. An incomplete classification grievance file will not be forwarded to the PSAC until such time as the Local provides the National Office with the required documentation:

1. Grievance form duly completed, signed and dated by all parties (the employee, union and employer).
2. A copy of the official work description used in the evaluation; signed and dated by the supervisor/manager. Only the final version of a work description is acceptable since draft versions are not relevant to the classification grievance process. Please confirm there are no outstanding work description issues.
3. Point ratings by factor along with the classification decision, including the

letter advising the grievor of the effective date of the classification decision and their right to grieve.

4. Organization chart clearly showing the grievor's position number, classification group and level and its reporting relationship within the organization. The chart must be signed and dated by the employer. Please pay attention to the date as it must coincide with the period grieved.
5. In the case of multiple grievances contesting the classification of a single generic or model work description, please identify one griever who agrees to act as the spokesperson on behalf of the grievors, along with all of their contact information.
6. If available, please provide the classification rationale report.
7. Any other pertinent information that would benefit the case clearly identifying the relevance of the information.

If you require assistance or advice regarding a grievance, please do not hesitate to communicate with your respective Local Steward, Regional Vice-President, or the National Office at agrunion@psac-afpc.com .