

Appendix D

Grievance Procedure Time Limits Chart

Every grievance procedure has specific time limits for filing a grievance, for management to hear the grievance, for management to respond in writing and for the union to appeal an unsatisfactory response to the next step. Below is a chart you can fill in to help you keep track of the time limits in your local's grievance procedure. Keep in mind that different grievance procedures have different numbers of steps so only fill in the steps appropriate for your grievance procedure.

Grievance Time Limits

If your local's grievance procedure includes the final step of arbitration, describe how you appeal a grievance to arbitration.

| Steps | union | | management | |
|-------|-------------------------------|---------------------------|--|------------------------------------|
| | Union, Number of Days to File | Person/ Appeal Filed With | Management, No. of Days to Hear the Case | Management, No. of Days to Respond |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |