

## How to File a Grievance Transmittal Form

**PURPOSE:** To transmit a grievance to the next level of the grievance process.

1. Indicate which Level of the grievance process you are transmitting the grievance to.
2. Ensure grievors signs and dates.
3. Ensure union representative signs and dates.
4. Ensure Management/Supervisor signs and dates.

**TIMELINESS:** Generally 10 days from date of receipt of decision by grievor.  
**Note:** Check your collective agreement to confirm, as times may vary by employer group and according to level of response.

**FAILURE TO TRANSMIT** to the next level will result in the grievance being lost. Generally timelines must be respected, unless there are extenuating circumstances (e.g. grievor is sick and out of workplace).