



Dispute Resolution Timelines Guide

STEP 1



Informal Discussion

Informal discussion between the employee and management representative within **7 calendar days** of the occurrence or discovery of facts giving rise to the dispute.

Parties have a further **7 calendar days** following the informal discussion to attempt to resolve the issue.

If no resolution...



If no resolution...

Early Intervention meeting between the employee and management representative within **7 calendar days** of the step 1 outcome.

A local union and/or HR representative may also be present if requested.

STEP 2



Initiate Early Intervention Process

STEP 3



File Formal Grievance

Employee submits a grievance form to the employer within **14 calendar days** of the Early Intervention meeting.

A copy of the form should also be shared with your RNU Labour Relations Officer (LRO).

Management must provide a written response within **7 calendar days**. Note: a meeting may occur if requested.

If no resolution...



The LRO will refer the grievance to the alternate dispute resolution process within **14 calendar days** of receiving the written response from management.

STEP 4



Referral to Alternate Dispute Resolution.