

Welcome to the first issue of a semi-annual newsletter produced by the members of the Joint Grievance Scheduling Committee (JGSC) for college managers, employees and union representatives. In the first issue, we will provide an overview of JGSC's role and the process used to schedule grievances.

## The Role of JGSC

The Joint Grievance Scheduling Committee (JGSC) has been created under both the Academic and Support Staff Collective Agreements and is responsible for:

- a) the fair, equitable, and expeditious method of scheduling arbitration hearings;
- b) discussion and possible resolution of issues that arise with regard to scheduling grievances;
- c) initiatives that improve the grievance scheduling process;
- d) ongoing review of approved Arbitrator lists and adjustments as necessary within the Collective Agreement mandates;
- e) any other matters that pertain to scheduling of grievances within the college system.

JGSC meets on the **first Friday of every month**, or as otherwise arranged by JGSC to schedule grievances three months in advance. For example, at the September meeting, grievances are assigned tentative arbitration dates for December and January.

## Scheduling Process

JGSC uses a process called "blind" scheduling. This means neither party has all the information until they meet. Here's how the process works:

1. JGSC Management obtains available dates from the Arbitrators listed in the Collective Agreements.
2. JGSC Union contacts the Locals to determine the priority/status of the grievance(s) to be scheduled. Grievances concerning dismissal or layoff have the highest priority, unless otherwise determined by a Local Union. Based on this information, JGSC Union establishes the priorities or order in which grievances should be scheduled.
3. At the JGSC meeting:
  - Management identifies the hearing date, the bargaining unit that the Arbitrator can hear cases and whether the arbitrator is bilingual;
  - the Union provides the detail of the case, such as OPSEU number, grievor's name and nature of grievance and whether the "3x lock" rule applies;
  - Management then provides the Arbitrator's name.

4. JGSC has agreed that one (1) grievance date per College will be scheduled in any given week, unless mutually agreed to otherwise. Also, only one (1) grievance per individual grievor may be scheduled at each scheduling session. Currently, JGSC has agreed that one (1) regular and one (1) Support expedited classification grievance can be scheduled in the same week for a College.

### **3x Lock Rule**

Once a hearing date has been established for a grievance, either party can turn down that date up to two times. After that, the grievance is "locked-in" on the next scheduled date with the Arbitrator assigned. If one of the parties isn't available, they must seek an adjournment with the Arbitrator directly.

In the next newsletter, JGSC will explain how grievances are referred to arbitration. Is there a burning question you want to ask about the grievance scheduling process? If so, write to one of the members and we will try to answer it in our next newsletter.

#### **Members of JGSC**

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