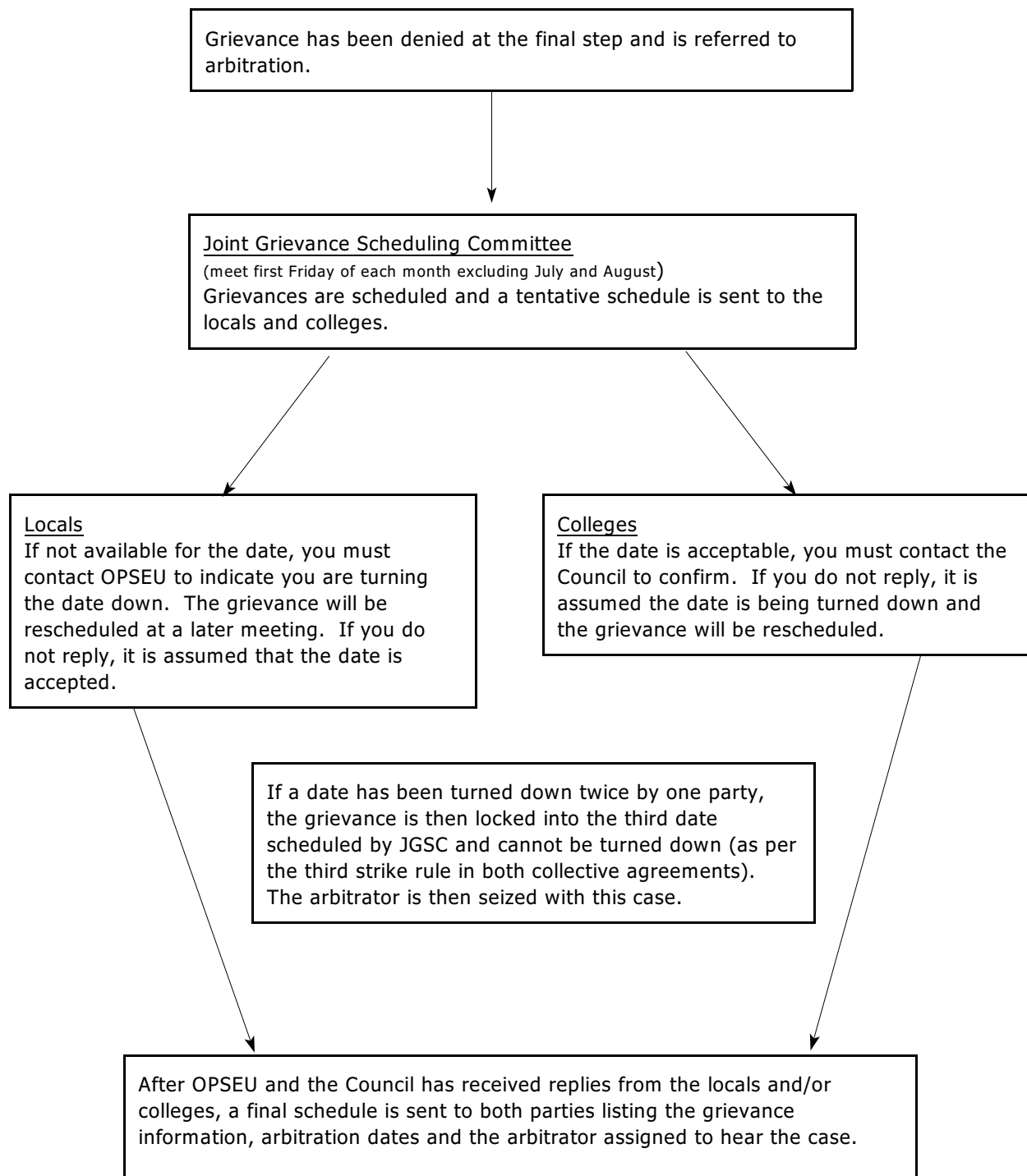

In this issue, the JGSC has provided the following "best practice" that could be used by both the College and the Local Union between the period that a grievance is referred to arbitration until the first hearing date. On the second page, the scheduling process has been highlighted through the use of a flowchart.

Best Practices - Referral to Arbitration

The following are the proposed steps:

1. Ensure the appropriate parties have received notice that the grievance has been referred to arbitration.
2. Consider possible consolidation of any grievances. This should be done before the referral to arbitration, otherwise multiple dates will get scheduled for arbitration.
3. Both parties meet to discuss, without prejudice, possible resolutions and remedies.
4. Exchange names of legal counsel or grievance officer that will be assigned to the case. Note: legal counsel may not be assigned until after the grievance has been scheduled for arbitration.
5. Discuss the number of days that will be needed for the hearing.
6. Continue to meet regularly to discuss:
 - a) Facts that could be used to build the "Statement of Agreement to Facts"
 - b) Possible preliminary objections that may be raised (if known)
 - c) Without prejudice, possible resolutions and remedies
7. Explore the possibility of mediation.



Note: If there is a settlement or withdrawal of a confirmed scheduled grievance, the local and the college must contact OPSEU and the Council immediately so the arbitration can be cancelled. Costs will occur if the cancellation is left too late. If there is an emergency on the day of the hearing, all parties involved must be contacted to determine whether the hearing continues or is rescheduled.