

Arbitration Notification Policy

1. The appropriate Field Director, or designee, shall notify a Grievant within five (5) working days of advancement or denial of advancement of his/her grievance to arbitration to preserve timelines and/or approval or disapproval to proceed to arbitration.¹ The Grievant shall be provided a copy of this "Arbitration Notification Policy" with the notification.
2. The Lead Director or designee and the Vice President of Representation shall maintain a database to track all grievances that are advanced to arbitration to protect timelines, including those approved for arbitration, hereinafter, "Arbitration Grievances." Field Directors are responsible for the entry of all Arbitration Grievances into the database.
3. The Lead Director and Vice President of Representation shall oversee the implementation of this policy and issue a semiannual report of arbitration grievances to the Executive Board.
4. Grievants may contact the Member Resource Center to inquire as to any updates entered into the database regarding their Arbitration Grievance.
5. If there is no record in the database of a Grievant's Arbitration Grievance, or if it has been more than sixty days from the last status update, the Grievant may ask the MRC to send a message to the appropriate Field Director, who shall then respond to the Grievant within five (5) working days with a status update.
6. If staff are asked to comment on the relative merits of a case, or asked to give a recommendation on whether a grievance should advance to arbitration, the Grievant shall be informed of that advice or recommendation.
7. On adoption, this policy shall apply to all currently pending Arbitration Grievances.
8. In the event that a grievance is not advanced to arbitration to preserve timelines, or not approved for arbitration, the member shall be given a copy of the Local's "Arbitration/Legal Action Approval and Appeal Policy."

¹ There is a distinction between "advancement to arbitration to preserve timelines" and "approval to proceed to arbitration." The former is written notification to the employer that the grievance has been moved to arbitration. The purpose of this notice in part is to preserve timelines. The decision to actually "approve" a grievance for arbitration is a separate decision made by the Local, as governed by the Local's "Arbitration/Legal Action Approval and Appeal Policy."