

Federal
Public
Sector
Labour
Relations and
Employment
Board

Commission des
relations de
travail et de
l'emploi dans le
secteur
public
fédéral

F.P.S.L.R.E.B. File
Number

FOR OFFICE USE ONLY

Form 23

*Paragraph 89(1)(c)
of the Federal Public Sector Labour Relations Regulations*

NOTICE OF REFERENCE TO ADJUDICATION OF A POLICY GRIEVANCE

Federal Public Sector Labour Relations Act

- NOTICE:**
- (1) A copy of the original policy grievance must be attached.
 - (2) It is the grievor's responsibility to inform the Board of any changes to his/her mailing and electronic addresses or telephone numbers.
 - (3) Information relating to the proceedings is subject to the Board's *Policy on Openness and Privacy*. In accordance with that policy, the Board conducts its hearings in public, except in exceptional circumstances. It also provides public access to case files and posts its decisions electronically on its website. The Board's *Policy on Openness and Privacy* is posted on the Board's website.

1. Information with respect to the party referring the policy grievance to adjudication:

Name:

Mailing address:

Apartment (if applicable): _____ Number and street: _____

City: _____ Province or Territory: _____ Postal code: _____

E-mail address:

Name of authorized representative:

Mailing address (if different from above):

Apartment (if applicable): _____ Number and street: _____

City: _____ Province or Territory: _____ Postal code: _____

Telephone number: (____) _____

Fax number: (____) _____

E-mail address:

Where information on more than one person is required in a section or the space provided is not sufficient, please attach additional pages of same-sized paper.

2. Name of the other party to the policy grievance:

3. Description of the bargaining unit:

4. Hearing location requested:

5. Date on which the policy grievance was presented to the other party:

_____ (dd/mm/yyyy)

6. Date on which the other party provided a decision with respect to the policy grievance *(if applicable)*:

_____ (dd/mm/yyyy)

7. Term of the collective agreement or arbitral award that is the subject of the policy grievance, or both, as the case may be:

collective agreement:

from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

arbitral award:

from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

8. Provision of the collective agreement or arbitral award that is the subject of the policy grievance:

Complete section 9 only if an adjudicator is named in the collective agreement.

9. Adjudicator information:

Name:

Where information on more than one person is required in a section or the space provided is not sufficient, please attach additional pages of same-sized paper.

Mailing address:

Apartment (if applicable): _____ Number and street: _____

City: _____ Province or Territory: _____ Postal code: _____

Telephone number: (____) _____

Fax number: (____) _____

E-mail address: _____

Complete section 10 only if the parties have selected an adjudicator.

10. Adjudicator information:

Name: _____

Mailing address:

Apartment (if applicable): _____ Number and street: _____

City: _____ Province or Territory: _____ Postal code: _____

Telephone number: (____) _____

Fax number: (____) _____

E-mail address: _____

Complete section 11 only if you request that a board of adjudication be established.

11. Information on the person nominated as a member of the board of adjudication:

Name: _____

Mailing address:

Apartment (if applicable): _____ Number and street: _____

City: _____ Province or Territory: _____ Postal code: _____

Telephone number: (____) _____

Fax number: (____) _____

E-mail address: _____

Where information on more than one person is required in a section or the space provided is not sufficient, please attach additional pages of same-sized paper.

12. Do you agree to participate in mediation?

Mediation is a voluntary, confidential process in which an impartial third party, the mediator, facilitates communication between the parties with a view to assisting them to reach a mutually acceptable outcome to the dispute.

yes

no

I, the undersigned, duly authorized representative of the party referring the policy grievance to adjudication, file this *Notice of Reference to Adjudication of a Policy Grievance*.

Date: _____
(dd/mm/yyyy)

(signature of authorized representative)

(office held with the party referring the policy grievance to adjudication)
