



# IBPO

## GRIEVANCE TIME LINE

It's extremely important to be aware of all grievance time lines as outlined in your collective bargaining agreement. You can use this sheet to help you keep track of those time lines.

GRIEVANT'S NAME: \_\_\_\_\_

	UNION	MANAGEMENT
<b>STEP ONE</b>	# of days to file: _____  Filing deadline: _____  Date actually filed: _____	# of days to respond: _____  Response deadline: _____  Date response made: _____
<b>STEP TWO</b>	# of days to appeal: _____  Appeal deadline: _____  Date actually appealed: _____	# of days to appeal: _____  Response deadline: _____  Date response made: _____
<b>STEP THREE</b>	# of days to appeal: _____  Appeal deadline: _____  Date actually appealed: _____	# of days to appeal: _____  Response deadline: _____  Date response made: _____
<b>ARBITRATION</b>	# of days to appeal: _____  Appeal deadline: _____  Date actually filed: _____	# of days for arbitrator to respond: _____