

February 7, 2006

MEMORANDUM TO: Human Resources Directors

FROM: Janis Bartley
Director (A)

SUBJECT: **AMAPCEO Dispute Resolution Procedure – Stage One
(Article 15.2)**

We are writing to clarify an apparent misunderstanding on the part of some ministries with regard to the application of article 15.2 of the AMAPCEO collective agreement. For ease of reference, the clause is quoted below:

15.2 Formal Resolution: Stage One

15.2.1 If any complaint is not satisfactorily resolved at the local level, the employee may file a dispute in writing within thirty (30) days after the circumstances giving rise to the complaint have occurred, or have come or ought reasonably to have come to the attention of the employee with his or her manager on a form prescribed by the Association. The manager shall meet with the employee and shall give the Association or representative of the Association present at the meeting and the employee his or her decision in writing within seven (7) days of the submission of the dispute. (*emphasis added*)

This article requires both the meeting to take place and the written decision to be rendered within the same 7-day period immediately after receipt of the dispute. (Pursuant to article 15.4.6, the 7-day period refers to all days exclusive of Saturdays, Sundays and designated holidays.)

We would appreciate your sharing this interpretation with your staff and any managers who may be responsible for dealing with AMAPCEO disputes at Stage One of the grievance procedure.

Thank you very much.



Janis Bartley

c.c: Gary Gannage, President, AMAPCEO
Gayle Fisher
Donna Marafioti
Linda Stevenson
Linda Wendel
CSROs