



Form 23
(Paragraph 89(1)(c))

NOTICE OF REFERENCE TO ADJUDICATION OF A POLICY GRIEVANCE

Public Service Labour Relations Act

- NOTICE: (1) The original and one copy of this notice must be filed with the Executive Director of the Board.
- (2) Two copies of the original policy grievance must be attached.
- (3) It is your responsibility to inform the Board of any changes to your mailing address or telephone number.
- (4) The party to a policy grievance who raises an issue involving the interpretation or application of the *Canadian Human Rights Act* within the context of a request for arbitration of the policy grievance must give notice of the issue with the Canadian Human Rights Commission by using Form 24.

1. Information of the party referring the policy grievance to adjudication:

Name: _____

Mailing address:

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

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

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: _____

2. Name of the other party to the grievance:

3. Description of the bargaining unit:

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.

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 to the policy grievance (if applicable): _____
(dd/mm/yyyy)

7. Term of the collective agreement or arbitral award relating to the policy grievance:

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

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: _____

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.

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: _____

I, the undersigned, duly authorized representative of the party referring the policy grievance to adjudication, hereby 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)

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.