

Union of Taxation  
Employees



Syndicat des employé-e-s  
de l'Impôt

## NOTICE OF REPRESENTATION AND REQUEST FOR INFORMAL RESOLUTION – ARTICLE 18.01(A)

The Union of Taxation Employees, Local \_\_\_\_\_ has been asked by \_\_\_\_\_

for representation on a matter of \_\_\_\_\_.

As the UTE and CRA both recognize the value of resolving complaints on an informal basis, we are requesting to proceed accordingly, pursuant to **Article 18.01(a)** of the Agreement between the **Canada Revenue Agency** and the **Public Service Alliance of Canada**.

We are currently in the process of collecting information in support of our position. We will contact you in the near future.

### Article 18.01 states that:

18.01 The parties recognize the value of informally resolving problems prior to presenting a formal grievance or using alternative dispute resolution mechanisms to resolve grievances that are presented in accordance with this Article. Accordingly, when an employee:

- a. within the time limits prescribed in clause 18.11, gives notice that they wish to take advantage of this clause for the purpose of informally resolving a problem without recourse to a formal grievance and facilitating discussions between the employee and their supervisors, it is agreed that the period between the initial discussion and the final response shall not count as elapsed time for the purpose of grievance time limits; or,
- b. following the presentation of a grievance and within the time limits prescribed under this Article, gives notice to the delegated grievance step authority of their intention to take advantage of alternative dispute resolution mechanisms, the time limits stipulated in this Article may be extended by mutual agreement between the Employer and the employee and, where appropriate, the Alliance representative.
- c. No representative of the Employer or the Bargaining Agent shall seek by intimidation, threat or any other means to compel an employee to either participate or not participate in an alternate dispute resolution mechanism.
- d. When an employee wishes to take advantage of a process outlined under 18.01(a) or 18.01(b) above that pertains to the application of a provision of the collective agreement, the employee may, at their request, be represented by the Alliance at any meeting or mediation session held to deal with the matter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Grievor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Union Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer's Representative