

## Article 4 – GRIEVANCE PROCEDURE

1. The Guild shall designate a committee of its own choosing to take up with the Employer or its authorized agent any matter arising from the application of this Agreement or affecting the relations of the employee and the Employer.
2. ~~Except as provided hereinafter, an initial grievance must be filed with an aggrieved employee's supervisor or, if the grievance pertains to that supervisor, with the supervisor's manager. An electronic copy of each grievance must be filed with the Employer's Human Resources Department. Grievances concerning a dismissal or alleged violation of Article 6, Section 3 of this Agreement may be taken directly to the national level by notice to the Employer's Human Resources Department. Grievance procedure shall be initiated at the chief of bureau or department head level, where~~ After the initial filing, every reasonable effort shall be made to resolve the differences, ~~except that grievances concerning a dismissal or alleged violation of Article 8, Section 2 of this Agreement may be taken directly to the national level.~~ The grievance must be submitted in writing ~~to the Employer~~ within 90 calendar days of the occurrence of the event complained of, or in the case of a suspension, within 90 calendar days after written notice of the suspension is delivered to the Guild office in New York. A copy of the letter of suspension shall be sent to the Guild office within 14 days. Provisions of this Article and Article 5 (Arbitration) shall not apply on any grievance submitted more than 90 calendar days after the occurrence of the event complained of. The Guild agrees to inform the Employer in advance of the nature of the grievance. This information, to be supplied in writing, shall include pertinent details of the grievance, such as the names of the employees involved, the dates and, in cases of claimed contract violations, the article or articles on which the grievance is based. Once the grievance notification has been given, the grievance shall be settled only through grievance procedure set forth in this Article or Article 5 (Arbitration); however, only disputes in which it is claimed that an article or articles of this Agreement have been violated may be submitted to arbitration.
  - a. In cases of grievances involving claims of continuing violations, the remedy period shall be limited to 90 days prior to the filing of the grievance.
3. The Employer agrees to meet with the committee within five calendar days after request for such meeting is received in writing as provided in Section 2 above. A maximum of two members of the grievance committee shall be given time off for such meetings, or more if by mutual agreement. If the Employer denies the grievance at the local level, the Guild shall be notified in writing within five calendar days of the last local meeting.
4. The Employer agrees to meet with Guild representatives at the national level on any grievance not settled after reasonable effort at the local level, provided, however, that such request for a meeting at the national level must be made within 45 calendar days of the written denial at the

**Tentative Agreement on July 14, 2022**

The Associated Press: *Teresita Seberaer*  
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local level. Every reasonable effort shall be made to resolve the differences. No grievance may proceed to arbitration under this Article or Article 5 (Arbitration) without a national grievance meeting and, further, provisions of this article and Article 5 shall not apply on any grievance submitted at the national level more than 45 calendar days after the written denial at the local level. The Employer agrees to meet with Guild representatives at the national level within five calendar days after written notice to the Employer stating the nature of the grievance, unless this time is extended by mutual consent. A maximum of three members of the grievance committee shall be given time off for such meetings. If the Employer denies the grievance at the national level, the Guild shall be notified in writing within five calendar days after the last national level meeting on the dispute.