

Instructions for New York Plan grievances:

1. If there is a dispute regarding the assignment of work **immediately** request a meeting with the other trade in writing. The meeting or phone conference must be held within two days of the date of the request. (A copy of this request should be forwarded to the BCTC and Carol O'Rourke Pennington, Esq.).
2. If the dispute is not resolved at Step 1 above, you must request mediation under Step 2 within 7 days of the Step 1 meeting. The Step 2 mediation request must be sent to the BCTC, Carol O'Rourke Pennington, Esq. and the trade in possession of the work.
3. The BCTC will schedule the Step 2 mediation within 7 days of the request.
4. If the grievance is not resolved at mediation, the trades will select an arbitrator pursuant to the NY Plan procedures.
5. The challenging trade must notify the selected arbitrator of his/her selection under the NY Plan and request an arbitration date to be scheduled within 7 days. This letter should include contact information for all parties; the job site location and a description of the work in dispute. Everyone identified in paragraph 2 above should be copied on this letter.

MAKE SURE TO FOLLOW ALL TIMELINES. If you have any procedural questions please contact Colleran, O'Hara & Mills, attorneys for the BCTC, at 516-248-5757, 100 Crossways Park Drive West, Suite 200, Woodbury, NY 11797 and ask for Mike Bosso. Also, do not hesitate to contact your Local Union's attorneys with any procedural or substantive questions.