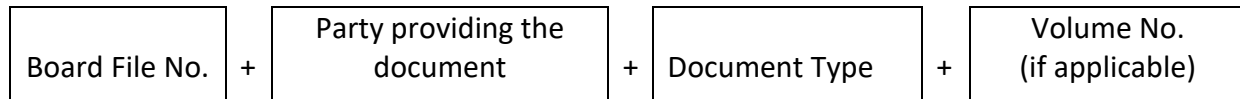


Document Naming Convention

*****Please note that, to the extent possible, all documents must be sent in a .PDF format*****

A. Documents submitted electronically are to abide by the following naming convention:



For example:

Hearing Processes

- 771-02-00000_Complainant_Book of Documents
- 569-02-00000_Bargaining Agent_Book of Authorities_Vol. 1 of 2

Mediation and Collective Bargaining Processes

- 566-34-00000_Grievor_Work description
- 485-02-00000_Employer_Brief_Vol. 2 of 3

B. Detailed description

Board File No. - The Board file number assigned to the case.

Party Providing the Document - The party who is uploading the document to the portal.

- Labour relations: Grievor, Complainant, Applicant, Employer, Bargaining Agent
- Staffing: Complainant, Deputy Head, Public Service Commission, Appointee

Document Type -

Hearing Processes

- **Book of Documents**
 - Can contain one or more documents that are to be presented as evidence at the hearing.
 - May include, but not limited to: complaint/grievance form, letters, emails, notices, videos, audio recordings, or photos.
- **Book of Authorities**
 - Can contain a single authority or multiple authorities that the party is relying on to support its case.
 - May include, but not limited to: jurisprudence, legislation, regulations, collective agreements, policies, or directives.

Note: In the case of a single document or authority, please enter keywords that would identify the nature of the document or authority.

Mediation and Collective Bargaining Processes

- **Exchange of Information**

- Documents pertaining to the preparation of the mediation sessions.
- May include, but not limited to: work description in track changes format, letters, or emails.

- **Exchange of Briefs**

- After the establishment of the Public Interest Commission or Arbitration Board, the parties submit their briefs to the Board so that the exchange of information can occur.

Note: Please enter keywords that would identify the nature of the document provided when uploading a document under the Exchange of Information or the Exchange of Briefs.

Volume No. - If applicable, indicate the volume number of the document if there is more than one volume. The acceptable format is "Vol. x of x".