



Grievance Fact Sheet

For Union use only.

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Local _____ Grievance File # _____ Prepared by _____

TIME LIMITS - First level (see Collective Agreement)

Date of incident _____ Deadline for filing grievance _____

Deadline for Employer's response _____ Date filed _____

Second level

Date of incident _____ Deadline for filing grievance _____

Date filed _____ Deadline for Employer's response _____

To refer grievance to 3rd level or arbitration, contact your RVP. They will handle this.

1. Factual Information - WHO Is Involved In the grievance?

(a) Grievor's Name _____

Address _____

Phone: (W) _____ Fax _____ (Home) _____

Classification _____ Department _____

Employer _____

Start date _____ Prior continuous service _____

(b) Immediate Supervisor

Name _____ Title _____

Address _____ Phone _____

(c) **Witnesses for Grievor** If a witness is willing to give a written statement, have them write one immediately. Whether or not a witness is willing to testify, indicate on a separate sheet what this person could testify if called. **Add extra pages if needed.**

(i) Name _____

Address _____

_____ Phone (H) _____ (W) _____

Will testify? Yes _____ No _____ Will give written statement? Yes _____ No _____

(ii) Name _____

Address _____

_____ Phone (H) _____ (W) _____

Will testify? Yes _____ No _____ Will give written statement? Yes _____ No _____



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(b) When did the violation occur? Date and time of violation? How often? Is it an ongoing problem? For how long? Is it within the time limits to proceed with the grievance?

(c) Where did the grievance occur? - Exact location, Department, Community, Worksite, if it involved a piece of equipment - type and serial number?

(d) Why is this a grievance? Violation of contract? Supplement? Law? Past practice? Safety regulations? Ruling or awards? Unjust treatment? etc. If the grievance concerns the interpretation or application of the Collective Agreement or Legislation, record the Article violated. Ensure you have spoken with your UNW Regional Vice-President prior to filing this type of grievance.

(e) Want Grievance settled and redress in full (Should place the grievor(s) in exactly the same position they would have been in had the incident not occurred.) If it deals with any loss of income (dismissal, suspension) ask for the grievor to be "made whole" - this should include back pay with interest, sick, special, vacation leave entitlements, housing allowance, settlement allowance, etc.

3. Employer rationale / arguments



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4. Record of conduct (If the grievance relates to discipline, provide details of the grievor's past disciplinary record - previous verbal or written warnings and/or penalties imposed on the grievor, dates and reasons why they were issued; note also if a grievance is still outstanding on any of the issues; if any of the previous warnings or penalties are related to this grievance, e.g. repeated lateness, absenteeism.)

5. Documents Attach all documentary evidence relating to the grievance: Letters, memoranda, directives, schedules - e.g. seniority list, wage schedule, leave forms, travel forms - etc.

- A. _____
- B. _____
- C. _____

6. General Comments - If you have any personal knowledge of the grievor that might assist the UNW representative at other levels of the grievance process, include here. Also, list any other opinions - e.g. on the merits of case. **Attach extra sheets if necessary.**

8. _____ _____
Signature of Steward *Date*

Address _____

Phone (W) _____ *(Fax)* _____ *(H)* _____

If you have any additional comments or information, please include it with this form on a separate sheet.

NOTE: Any changes to this Fact Sheet become known after the Grievance has been sent beyond the first level of the grievance process should be made known to the grievor's representatives at the higher levels immediately.

