

A member has come to you about an issue and you need to file a grievance. This is an individual grievance. **What now?**



What is the violation of the Collective Agreement? You will need to state what article was violated. For example: Discipline: Airport: Article 15 City: Article 15 DARTS: Drivers – Article 12, Inside – Article 12 GSWS: Article 10 Lodges: Article 15 RBG: Article 17 SMH: Article 8

Keep the grievance simple. The details should be on the FACT SHEET (a document only for Union use). **The redress should be consistent.** Please see examples. Negotiating a lesser/greater outcome is what happens through the grievance process.

If it is a policy or group grievance, please consult your Unit Vice President.

Quick Checklist:



- Are you filing the grievance within the timeline? (Review you CA)
- Is there any other information you should be aware of? Personal issues, mitigating circumstances that impacted the situation? (for example, recent separation, changes, health issues, etc.)
- Have the member complete the FACT SHEET.**
- Explain the process to the member (give them a grievance card).
- Do you have all the supporting documentation? (Copy of the discipline letter, an email that is related, a copy of the schedule, job description, resume, etc.)
- You and the member signed and dated the grievance.
- Ensure your notes and additional documents are taken to the Union Office.**
- Update the Unit Vice President.

Examples of Language:

Violation:

- I was unjustly disciplined ****insert level and date****
- An employee with less seniority was given overtime on ****insert date****
- I applied for the position ****insert position**** and was denied the opportunity to participate in the process.

Redress:

- To completely remove the discipline, reimburse all lost wages, benefits, seniority and otherwise be made whole.
- To be paid all lost wages, benefits, interest and otherwise be made whole.
- To be screened into the competition and otherwise be made whole.

