

GRIEVANCE FORM GUIDELINES

Before you complete this form, have you done the following:

1. Got all the facts?
2. Consulted with your steward?
3. Checked the Collective Agreement for grievance procedure to ensure compliance with time limits?
4. Has this first been raised with the supervisor as a complaint?
5. You are now ready to proceed.
6. Complete in full aspects of the grievance form.
7. Process appropriate copies as directed on the bottom of the form.
8. Should there be any changes in information - i.e. address, telephone, etc. subsequent to initiating the grievance, please notify your regional office.
9. Please ensure that all relevant documents are forwarded to your representative. Include the who, what, where, when)