



THE GRIEVANCE PROCESS FOR UNION REPS

This document is based on material prepared by the CIU Niagara and CIU Manitoba Branches.

1. Meet with the grievor

- Make notes of all relevant information pertaining to the grievance.
- Gather evidence to support the grievance (e-mails, schedules, etc.)
- E-mail or talk to a member of the executive with a short summary of the grievance to be filed.
- Have the member complete the Grievance Fact Form (available online through CIU website) to give their narrative, in chronological order, exactly what happened and what redress they are seeking.

2. If matter deemed grievable

- Complete grievance form-available online at CIU website, or Google "PSAC Grievance Form"
- Fill out Section 1 with Grievor
- Complete Section 2 as the Representative
- Present completed form to Superintendent/Manager for signature. Request to be sent grievance number ASAP.
- Once signed by all parties, make 2 copies:
 - Original to Employer
 - Copy to Grievance file
 - Copy to Grievor

3. Create grievance file

- Generate folder for tracking
 - Grievor's last name and grievance number
 - Encourage grievor secure all docs and grievance in file too
- Place all information regarding the grievance in the grievance folder including any evidence, documents, reports, letters from management, notes, forms etc.
- Inform Branch President/Executive of progress of grievance

4. Prepare your arguments

- Typically you will receive an email from the Superintendent/Manager within 10 business days of filing the grievance to set up First Level consultation meeting

5. Level 1 consultation

- Ask Manager for grievance number associated to the file- write down your notes
- Make notes about your Level 1 arguments and add them to the file at the conclusion of your meeting along with the minutes of the presentation (if applicable)
- Include your name and the date of the consultation in your notes
- Request copy of management's notes. (optional but nice to have)
- Include the name of the management note taker in your notes (if applicable)

6. Level 1 reply

- Ensure a FULLY signed copy of the grievance reply is placed in the grievance folder and receiving from management
- You have 10 business days to transmit the grievance to the succeeding level if the Grievor is not satisfied with the reply.
- It is good practise to transmit immediately so that the timeline is not missed

7. Grievance transmittal

- Grievance Transmittal form (available online in the CIU website or Google "PSAC grievance transmittal")

- Complete 1, 2 & 3.
- Present completed form to Superintendent/Manager within 10 business days of grievance reply
- Once signed by everyone, make a photocopy
- Original to Employer
- Copy to the grievance file
- Copy to grievor

Repeat steps 4 through 7 for each remaining level in the grievance process (within designation)

- Refer to your local CIU designation levels before proceeding to the next level.
- If the grievance is being transmitted to Level 2, ensure it is being handed to a member of the executive and all information in the grievance folder is transferred to the executive member.
- All grievances submitted to Final Level must ALSO be emailed to the CIU National grievance intake inbox grievance@ciu-sdi.ca – do this ASAP after transmittal
- Be sure to include the grievor's up to date contact information (email, address, and telephone #) as well as all documents and records contained in the grievance folder when sending to CIU National, including all emails, supporting docs, policies, letters of discipline, arguments from consultations at lower levels.