



GRIEVANCE FORM

Grievor: _____ Phone: _____

Department: _____

Shop Steward and/or Union Representative: _____

STEP I:

Date initiated: _____ Step I response deadline date: _____

Date by which grievance must proceed to Step II: _____

Outline of Grievance:

Signature of grievor

Please print name

Supervisor's reply to Step I presentation:

Signature of Supervisor

Please print name

* * * * *

STEP II: Omit Step II if the Supervisor and Department Head are the same person.

Date initiated: _____ Step II response deadline date: _____

Date to proceed to Step III if necessary: _____

Department Head's reply to Step II presentation:

Signature of Department Head

Please print name

Date grievance is referred to Labour Committee Meeting: _____

Copy distribution: white - Grievor pink - Union Office
 yellow - Department goldenrod - Labour Committee

Note:

The white copy is given to the Grievor at the time Step 1 is filed. The Department is given the yellow, pink, and goldenrod forms. After Step 2 (or Step 1, if there is no Step 2), the Department keeps the yellow form, sends the pink form to the Union and the goldenrod form to Employee Relations. The University will provide the goldenrod form for the Union to sign at the Labour Committee meeting.

Grievor: _____ Phone: _____

Department: _____

Shop Steward and/or Union Representative: _____

STEP I:

Date initiated: _____ Step I response deadline date: _____

Date by which grievance must proceed to Step II: _____

Outline of Grievance:

Signature of grievor

Please print name

Supervisor's reply to Step I presentation:

Signature of Supervisor

Please print name

* * * * *

STEP II: Omit Step II if the Supervisor and Department Head are the same person.

Date initiated: _____ Step II response deadline date: _____

Date to proceed to Step III if necessary: _____

Department Head's reply to Step II presentation:

Signature of Department Head

Please print name

Date grievance is referred to Labour Committee Meeting: _____

Copy distribution: blue - Grievor green - Union Office
 yellow - Department white - Labour Committee

Note:

The blue copy is given to the Grievor at the time Step 1 is filed. The Department is given the yellow, green and white forms. After Step 2 (or Step 1, if there is no Step 2), the Department keeps the yellow form, sends the green form to the Union and the white one to Employee Relations. The University will provide the white form for the Union to sign at the Labour Committee meeting.

Grievor: _____ Phone: _____

Department: _____

Shop Steward and/or Union Representative: _____

STEP I:

Date initiated: _____ Step I response deadline date: _____

Date by which grievance must proceed to Step II: _____

Outline of Grievance:

Signature of grievor

Please print name

Supervisor's reply to Step I presentation:

Signature of Supervisor

Please print name

STEP II: Omit Step II if the Supervisor and Department Head are the same person.

Date initiated: _____ Step II response deadline date: _____

Date to proceed to Step III if necessary: _____

Department Head's reply to Step II presentation:

Signature of Department Head

Please print name

Date grievance is referred to Labour Committee Meeting: _____

Copy distribution: blue - Grievor green - Union Office
 yellow - Department white - Labour Committee

Note:

The blue copy is given to the Grievor at the time Step 1 is filed. The Department is given the yellow, green and white forms. After Step 2 (or Step 1, if there is no Step 2), the Department keeps the yellow form, sends the green form to the Union and the white one to Employee Relations. The University will provide the white form for the Union to sign at the Labour Committee meeting.

Grievor: _____ Phone: _____

Department: _____

Shop Steward and/or Union Representative: _____

STEP I:

Date initiated: _____ Step I response deadline date: _____

Date by which grievance must proceed to Step II: _____

Outline of Grievance:

Signature of grievor

Please print name

Supervisor's reply to Step I presentation:

Signature of Supervisor

Please print name

* * * * *

STEP II: Omit Step II if the Supervisor and Department Head are the same person.

Date initiated: _____ Step II response deadline date: _____

Date to proceed to Step III if necessary: _____

Department Head's reply to Step II presentation:

Signature of Department Head

Please print name

Date grievance is referred to Labour Committee Meeting: _____

Copy distribution: blue - Grievor green - Union Office
 yellow - Department white - Labour Committee

Note:

The blue copy is given to the Grievor at the time Step 1 is filed. The Department is given the yellow, green and white forms. After Step 2 (or Step 1, if there is no Step 2), the Department keeps the yellow form, sends the green form to the Union and the white one to Employee Relations. The University will provide the white form for the Union to sign at the Labour Committee meeting.



GRIEVANCE FORM

Grievor: _____ Phone: _____

Department: _____

Shop Steward and/or Union Representative: _____

STEP I:

Date initiated: _____ Step I response deadline date: _____

Date by which grievance must proceed to Step II: _____

Outline of Grievance:

Signature of grievor

Please print name

Supervisor's reply to Step I presentation:

Signature of Supervisor

Please print name

* * * * *

STEP II: Omit Step II if the Supervisor and Department Head are the same person.

Date initiated: _____ Step II response deadline date: _____

Date to proceed to Step III if necessary: _____

Department Head's reply to Step II presentation:

Signature of Department Head

Please print name

Date grievance is referred to Labour Committee Meeting: _____

Copy distribution: white - Grievor pink - Union Office
 yellow - Department goldenrod - Labour Committee

Note:

The white copy is given to the Grievor at the time Step 1 is filed. The Department is given the yellow, pink, and goldenrod forms. After Step 2 (or Step 1, if there is no Step 2), the Department keeps the yellow form, sends the pink form to the Union and the goldenrod form to Employee Relations. The University will provide the goldenrod form for the Union to sign at the Labour Committee meeting.