

G R I E V A N C E F I L E S

April 23, 1976

I've been working in the office for four days, mostly on the Grievance files. The following is what I've done, and what remains to be done.

At the moment, the Grievance files Are in the second drawer. They are all coded with the blue-striped name stickers. They fall into the following categories:

1/ GRIEVANCE COMMITTEE. This set of files includes everything other than the actual grievances. Among the files in this category are ARBITRATORS (List of), MEMBERSHIP (of Grievance Committee), MINUTES (of Grievance Committee - only old minutes, the current ones being in the book), MISCELLANEOUS CORRESPONDENCE (to and from Grievance Committee, but including ONLY a) letters not referring to specific grievances - letters referring to specific grievances are found under those grievances, and b) old letters - current correspondence is in book) . All these sub-categories are in alphabetical order.

2/ GRIEVANCES CURRENTLY IN PROGRESS. Although it is recognized that the material relating to current grievances is mostly carried around by g. c. members, nevertheless this is where as yet unresolved grievances should be put in files. They can be ordered according to name.

3/ GRIEVANCES RESOLVED. This is our "mine" of reference material and precedents. For maximum usefulness, all grievances once resolved (i.e., won or dropped) are filed according to Contract Article number. In this way, the grievances are filed according to subject, not the person's ~~xxx~~ name. However, files under one particular contract article are subgrouped in ~~s~~ alphabetical order according to name.

As, however, grievances are sometimes identified by name, a cross-referencing system must be ~~xx~~ set up. This would consist of a box of file cards, one card per grievance, ordered according to the most commonly used name of the grievance (e.g., SMITH, Jane, PURCHASING, MACKENZIE/BENNETT, SECRETARY IIB). Each card would duplicate the information found on the file folder labels. NOTE: A GRIEVANCE FILED UNDER 3/ IS TOTALLY USELESS TO ANYONE IF IT DOESN'T CONTAIN INFO AS TO HOW AND WHY IT WAS RESOLVED.

4/ GRIEVANCES ARBITRATED - INDEPENDANT ARBITRATORS Again, filed according to Contract Article number. Corresponding cards would also be in the card catalogue. As well, a file folder containing the preliminary material add notice to invoke arbitration would be in with the GRIEVANCES RESOLVED, in order that someone looking under a particular article number wouldn't miss an arbitration precedent.

5/GRIEVANCES ARBITRATED - LRB (96(1))
All grievances that have gone to the LRB.

As of writing, there's still quite a pile of grievances to be sorted through and filed. Throw out any duplicate information. Once everything is filed, go through them all and fasten the documents to the folder with fasteners. Some have already been done like this.

-Ian