



N O T E T O S T E W A R D S

It has come to my attention that there is some confusion as to how to fill out the CUPE grievance forms. Attached is a sample copy.

At Step 1 (as per Article 35.03) the grievor, along with the steward, meets with the immediate supervisor. If the problem is not resolved at that meeting, the grievance form should be filled out and given to the supervisor. There are three copies: white copy to be given to the supervisor, yellow copy to be sent to: Employee Relations, Personnel Services, Campus Mail; and the green copy to be sent to the Union office.

The supervisor then has 3 working days in which to present a written response to the steward. Failing settlement, you have 5 working days after receipt of the written response to Step 1 (or if there has been no response, 5 working days from the above mentioned 3 day limit) to proceed to Step 2.

At Step 2 the grievor, along with the steward, meets with the Department Head. If the grievance is still not resolved, the grievance form should be filled out (the form will contain the same information as before except it will now say "Step 2").

The Department Head then has 5 working days from the time of the meeting to give a written response to the steward.

Failing resolution, the Union has 10 working days in which to notify the University of our intention to proceed to Step 3. At this point either someone from the Union office or a member of the Grievance Committee would take over the grievance, with the assistance of the steward.

I would like to remind people of the importance of deadlines. As soon as the grievance procedure is set in motion, we must be careful to stay within the time limits set out in Article 35.03 and outlined above. If you need any assistance in the handling of grievances, please call the Union office.

The Grievance Committee would appreciate being advised of problems of a general nature that you may be encountering, for instance, the Union office has received a lot of calls recently regarding vacation entitlement and scheduling, medical leave, hiring policy. And, of course, any suggestions you might have would be very welcome.

Lastly, WE NEED MORE STEWARDS!, and we need your help in recruiting new people. Training is available (we are presently having discussions with CUPE regarding setting up a steward training workshop sometime in January, we are also planning to have committee workshops at the same time - so if you are interested in joining a committee, let us know that such a workshop would be of interest to you.

Thanks for all your hard work, it does count.

Kitty Byrne



CANADIAN UNION OF PUBLIC EMPLOYEES
SYNDICAT CANADIEN DE LA FONCTION PUBLIQUE



GRIEVANCE FORM

FORMULE DE GRIEF

(To be completed in triplicate)

(Remplir en triplicate)

SAMPLE COPY

Case No.: _____
 Dossier No.: _____

Local No.: CUE
 Local No.: _____

Employer UNIVERSITY OF BRITISH COLUMBIA
 Employeur _____

Employee JANE DOE
 Employé(e) _____

Department COMMERCE Classification SECRETARY 2
 Département _____ Classification _____

Supervisor MARY SMITH
 Supérieur immédiat _____

TO: _____
 À : STEP 1

I/We the undersigned claim that
 Je/Nous le(s) soussigné(es) affirmons que The contract has been violated, and in
particular Article 31.02, 33.06 and other related articles

Therefore I/we request that
 Donc je/nous recommandons que this breach of the collective agreement be
rectified.

Signature of Employee(s) or Union Officer
 Signature de l'employé(e) ou des employé(e)s ou d'un dirigeant syndical
Jane Doe
Witty Byrne (steward)

DATE January 1, 1986.