



MEMORANDUM

Rev. No.	01
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L1867MS01	

DATE: March 6, 2013
TO: Unit Presidents; 1000
FROM: Steve Joy - President
RE: Grievance Handling Procedure

If you think you have a grievance – please follow the procedure below!

Settling of Disputes

- Prior to submitting a written grievance at Step 1, the employee, accompanied by a Union Steward or Unit Officer, **must** discuss the dispute with the immediate supervisor in an attempt to resolve the dispute.
- It is important to keep notes at all stages!!!!

Unit President/Shop Steward-Fact Finding note taking using the **6 W's** – Grievance Fact Sheet

If no resolve:

- Write the grievance
- Contact Union office for grievance number
- File the grievance as per grievance procedure in the Collective Agreement – Article 9.

Step 1

- The Unit President must follow up at Step 1 and let the Union office know if there was a resolve or not. The CUPE Rep that is assigned to your area, is available if the Unit President or Shop Steward requires assistance.

If no resolve:

- Move forward to Step 2

Step 2

- The Unit President must follow up at Step 2 and let the Union office know if there was a resolve or not. The CUPE Rep that is assigned to your area is available if the Unit President or Shop Steward requires assistance.

If no resolve:

- Send a copy of the grievance fact sheet and/or notes to Union office.
- All information is looked at by the Executive Committee and Staff Rep. prior to making the decision if the grievance moves to Step 3.

Step 3 and Step 4 (Arb)

The Executive Committee and Highway Workers Coordinator handle the grievance from this point forward.

- The Unit President will be involved in Step 3 when meeting with the employer.