

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 (see note). All Step 2 replies are to be sent to the Union office. Even if the resolve seems satisfactory, **DO NOT** respond to the employer until the Executive Committee has discussed the Step 2 reply at the next monthly Executive Committee meeting.
You will be contacted after the monthly meeting with the Committee's decision.

NOTE:

- It is important to send a copy of the grievance fact sheet and/or all notes to the Union office.
- All information is looked at by the Executive Committee and Staff Rep. in 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.