



GRIEVANCE FORM

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Grievance No.: _____ Unit No.: _____ Date: _____

Article(s): _____

Employer: Department of Public Works

Employee(s) Name(s) _____

Supervisor/Office _____

To: Area Manager/Shore Captain/Fleet Manager/Construction Manager/Bridge Engineer

Dismissal/Health & Safety – To: District Director, _____

Policy Grievance – To: Deputy Minister, _____

I/We the undersigned claim that: _____

Therefore I/We request that: _____

Submitted by: _____

(Please Print)



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INSTRUCTIONS: COPY DISTRIBUTION OF GRIEVANCE FORMS

WHITE COPY: Give to Management. They should return it with their reply. It will be presented to Management at each step of the Grievance Procedure. **If Management does not return it – ask for it!**

YELLOW COPY: Send this to the Union Office **immediately upon filing of the Grievance.** (This copy does not have to be mailed to the Union Office if the grievance was faxed.) This copy tells your Union’s office how many grievances are being processed across the Province at any one time, and is used to enter the grievances in the Local’s catalogue system. Receiving the yellow copy promptly give us time to do further research on similar cases, before the matter reaches the Step III level. This research may then be used in the presentation of the Grievance before the Deputy Minister, and may well mean the difference between success or failure. Sending in the yellow copy helps us to help you.

MAILING ADDRESS FOR UNION OFFICE:

Nova Scotia Highway Workers Union
Local 1867 – CUPE
271 Brownlow Avenue
Dartmouth, Nova Scotia B3B 1W6

PINK COPY: Give this to the grievor for his records. Where possible, we suggest that you retain a photocopy for your own records.

REPLIES: As soon as replies are received at Step I and II, send them to the Union Office by mail or by fax (1-902-453-2635).

IMPORTANT: Please distribute copies as directed.

VERY IMPORTANT: Where possible, include a “Grievance Fact Sheet” when you mail in the yellow copies. Additional copies of forms are available, upon request, from the Union Office.

NOTE: Please call the Union Office as soon as you can to get a grievance number before you submit the grievance to Management. Please do not assign your own Grievance number – this is done at the office and must coincide with our filing system.