

Grievance Cheat Sheet

When a number of days is mentioned it shall be **EXCLUSIVE of Saturdays, Sundays and the holidays** listed in **Article VII**.

STEP 1 :

Must request a meeting within **25 days** of when the grievance arose **OR** when the union was made aware of it.

IF NOT SETTLED IN STEP 1, the fully completed grievance form must be presented to the employee's supervisor within **30 days** of the incident.

MAKE SURE:

1. the supervisor **initials** and **dates** the form in the **upper left hand corner**
2. get a **copy** of the initialed document for the union's files.

The Union then has **10 days** to move the grievance to **STEP 2**

NOTE: Offers of settlement by the Company or the Union shall not be binding and any settlements at STEP 1 shall not constitute a precedent for future grievances.

STEP 2:

No later than **15 days** after the grievance has been moved to **STEP 2**, the Union (represented by a member of the **Executive Committee**) and Company must set up a date, time, and place for a **STEP 2** meeting. That meeting will take place **NO LATER THAN 15** days after the date of notification.

RELIEF SOUGHT and the **RELIEF OFFERED** must be on the grievance form. The Company has **10 days** after this meeting to make known their decision.

Grievances concerning DISCHARGED EMPLOYEES are handled in an expedited manner and begin as STEP 2 grievances. Please refer to Article V of the CBA for these types of grievances.

NEVER SETTLE A GRIEVANCE BY ACCEPTING A REMEDY THAT OFFERS LESS THAN WHAT IS PROVIDED FOR IN THE CBA (WITHOUT CONSULTING YOUR EXECUTIVE OFFICERS).

NEVER PRESS A GRIEVANCE IF YOUR UNSURE OF YOUR GROUNDS- SEEK OUT YOUR FELLOW UNION OFFICERS AND GET HELP.