

Notice of Grievance

Grievance Number <small>(to be completed prior to Step 2)</small>	_____ · _____ 202X xxx
Date	
Unit	

Type of Grievance (select one)
<input type="checkbox"/> Individual Grievance <input type="checkbox"/> Group Grievance (see page 3 for additional grievor names) <input type="checkbox"/> Policy Grievance

Names:		Grievor information:	
Grievor		Employee ID #	
Shop Steward		Job Title	
Manager		Work Location	

Grievance Details:	
Article(s) allegedly violated <i>(Name(s) & number(s))</i>	
Date of the occurrence of the alleged violation	___/___/___ <small>dd / mm / yyyy</small>
Nature of Grievance <i>(Description)</i>	
Remedy Sought	

Notice of Grievance

Step 1			
Date Grievance submitted to Step 1	____/____/_____ <small>dd / mm / yyyy</small>	Date of hearing	____/____/_____ <small>dd / mm / yyyy</small>
Management Statement of Position			
Date decision rendered:	____/____/_____ <small>dd / mm / yyyy</small>	_____ Manager Name	_____ Contact #

Step 2	
Date Grievance submitted to Step 2	<i>Per Union letter to VP Labour Relations</i>
Date of hearing	<i>Per Labour Relations letter to Union</i>
Date decision rendered	<i>Per Labour Relations letter to Union</i>

