

CRITERIA FOR FILING GRIEVANCES

For CUPE Local 2936

NOTE: The preferred method of communication is email and therefore that is the process outlined here. If you do not have access to email then please call the VP (Vice President) or the President and they will coordinate with you accordingly.

1. Prior to filing a grievance you must email the VP and cc the President with a brief synopsis of the issue.
2. You will receive a response within 24 hours. The response will include:
 - a) A grievance fact sheet which is to be completed for each grievance
 - b) An electronic fillable grievance form. **A Grievance # will be issued to you and this will already be plugged in on your form. This form is specific only to this grievance; you will need a new form and with a new grievance number for each grievance.** You will then need to complete the remainder of the form.
3. Once the forms are completed please email a copy back to the VP and to your unit chair (VP can forward this on if necessary).
4. File grievance with the employer.
5. At every stage of the grievance you will need to email the VP and cc the President to provide an update.
6. Options to pursue if you can not wait 24 hours for a response:
 - a) Phone the VP for an immediate response
 - b) Phone the President for an immediate response
 - c) Ask the employer if you can have a brief extension to file your grievance.
7. All closed files need to be returned to Union office with all notes and mark it as closed.

Vice President: Wanda Follett
289 355-9101
wmfollett@outlook.com

President: Kimberly Blanchard
905 999-0969
misskimber76@yahoo.ca