

INVESTIGATIONS

GRIEVANCE INVESTIGATION - CHECKLIST

Selection

- Be very aware of timelines as two (or more) members may be involved
- Grievor's classification and seniority
- Grievor's resume
- Current pay stub
- Copy of the posting that was applied for and job description
- Name and seniority of all employees who applied for position
- List of interview dates
- Selection & scoring tool(s)
- Employer interview notes / scores
- Written explanation from Employer as to reason not selected
- Copy of grievor's application for posting
- Articles violated

Vacations

- Unit seniority list
- Time off requested (dates)
- Copy of vacation entitlement
- Vacation request forms (and or emails)
- Grievor's classification and FTE status
- Unit baselines
- Vacation calendar

Staffing

- Call logs
- Sign in sheet
- Workload tool (in development)
- Assignment sheet
- Schedule
- Census for shift in question
- Witness statements

Improper Pay/Shift Not Received/Failure to Replace

- Sign-in sheet / assignment sheet for the shift
- Grievor's regular posted classification and FTE status
- Grievor's regular work unit
- Grievor's current schedule
- Grievor's assignment on day in question
- Name of employees who worked in grievor's place (if any)
- Name of employee with less seniority who received shift (if applicable)
- Seniority list
- Safety concerns (if any)
- Rate of pay applicable to assignment
- Articles violated
- Call logs

INVESTIGATIONS

GRIEVANCE INVESTIGATION - CHECKLIST *continued*

Overtime or Stat Holiday Grievances

- Grievor's classification and FTE Status
- Grievor's current rotation
- Date and shift OT was scheduled
- Rate of OT (straight, double, time and a half etc.)
- Classification of OT shift (N1, N2, N3 etc.)
- Name, classification and FTE status of member who worked the shift (if any)
- Call logs
- Sign in sheet
- Articles violated
- Seniority list (grievor and member who worked the shift)
- Date that the manager became aware of vacancy

Suspension and Terminations*

- Just cause? Does the discipline fit?
- Complete chronological statement of events leading to discipline including dates and times
- Supervisor's name and job title
- Name, address, and statement of any witness (if any)
- Employee's personnel file
- Evidence of progressive discipline
- Is there a health issue?
- Diagram of area (if applicable)
- Meeting notes
- Discipline letters

***NOTE - All termination and suspensions grievances begin with the LRO at Step 2.**

Once you become aware of a termination or suspension, contact your LRO immediately.

Additional Considerations for Disciplinary Grievances:

- > Personal/ family issues for the grievor?
- > Previous good/bad record
- > Extenuating circumstances
- > Consequences of penalty (financial/familial hardship)
- > Was the penalty excessive?
- > Advise the grievor to mitigate the loss of earnings while waiting
- > Seriousness of the offence