

## GRIEVANCE HANDLING

### POTENTIAL GRIEVANCE - INTERVIEW WITH GRIEVOR - FACT SHEET

**To be completed by the Steward.**

**Grievor's Data - Please complete and check where appropriate**

Grievor's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Worksite \_\_\_\_\_ Cell Phone \_\_\_\_\_

Unit \_\_\_\_\_ BCNU # (if known) \_\_\_\_\_ Email \_\_\_\_\_

Current Job Title  Care aide  LPN  RPN  RN  Other \_\_\_\_\_

Current Status  FT  PT  Casual  Other \_\_\_\_\_ How long have you been in this position? \_\_\_\_\_

Immediate supervisor's name \_\_\_\_\_ Title \_\_\_\_\_

**Brief educational/work history (attach resume)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What issue(s) is in dispute?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who may be affected?** (example: selection grievance)

Name \_\_\_\_\_ Unit \_\_\_\_\_ Job title \_\_\_\_\_

Connection to issue \_\_\_\_\_

Name \_\_\_\_\_ Unit \_\_\_\_\_ Job title \_\_\_\_\_

Connection to issue \_\_\_\_\_

**Witnesses** (if applicable)

Name \_\_\_\_\_ Unit \_\_\_\_\_ Job title \_\_\_\_\_

Connection to issue \_\_\_\_\_

Name \_\_\_\_\_ Unit \_\_\_\_\_ Job title \_\_\_\_\_

Connection to issue \_\_\_\_\_

*continued*



## GRIEVANCE HANDLING

### POTENTIAL GRIEVANCE - INTERVIEW WITH GRIEVOR - FACT SHEET *continued*

**Prior Discussions:**

Did you talk to the immediate supervisor about this issue?     Yes     No    Date \_\_\_\_\_

Was anyone else at this meeting (*provide names*) \_\_\_\_\_

What did you say to try to get this resolved and what was your supervisor's response? \_\_\_\_\_

Did you or management document this meeting? (*letters, notes, minutes*)     Yes     No  
(*If yes, provide copies with this sheet*)

Were there any investigative meetings?     Yes     No    Explain \_\_\_\_\_  
(*If yes, provide copies of notes/minutes*)

Have you had any other problems at work?  Yes     No    Explain \_\_\_\_\_

What would a resolution of this grievance look like? Name as many concrete solutions as possible.

Would other BCNU members be affected by this resolution?     Yes     No

**Steward Note:** Obtain written permission to access grievor's personnel file.

Has file been requested?     Yes     No (If No, then do so)

**Next Steps/Action Plan:**

Name of Steward \_\_\_\_\_ Date \_\_\_\_\_

*Please print*

*The BCNU will collect, use and may disclose personal information and employee personal information about you for the purpose of representing you and assisting you in a grievance under the terms of the Provincial Collective Agreement. The information you provide is only for use in the grievance process and is protected from unauthorized disclosure outside the grievance process by section 17 of the Personal Information and Protection of Privacy Act. Step 1 Meeting*