

Grievance File Transfer Memo



LRO's Name : _____ Date : _____

Steward's Name : _____

Grievor's name/issue : _____

This file contains: *(Please check all that apply)*

- 1) Employer's step 1 response
- 2) Meeting notes
- 3) Potential Grievance - Interview with Grievor/fact sheet
- 4) Step 1 Grievance Meeting Preparation
- 5) Grievor's written notes of what happened
- 6) Supporting documentation
 - Policies
 - Past practices
 - Personnel file information
 - Minutes from relevant meetings
 - Relevant forms (shift exchange, vacation request, etc.)
 - Rotations
 - Seniority lists
 - Posting
 - Casual call in logs
 - Evidence that the grievor is being singled out
 - Documents supplied by employer
 - Other statutes etc. ie: WCB regs
 - Any media information

NOTE: Photocopy, enclose all of the above documents, and send to your LRO

- If in doubt, send it to the LRO anyway. Let them decide if it is relevant.
- If the employer will not release sensitive documents, such as charts or interview notes, then contact the LRO. This is to maintain confidentiality and for your protection. If the employer does release documents, block out identifying information.
- If you have additional comments, please attach to this memo.