

## GRIEVANCE HANDLING

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

To be completed by the Steward. Please complete and check where appropriate.

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

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

Unit: \_\_\_\_\_ BCNU # \_\_\_\_\_ Email: \_\_\_\_\_

Current Job Title: \_\_\_\_\_ Current Status: \_\_\_\_\_

How many years have you been in this position? \_\_\_\_\_

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

**Brief educational/work history:** *(Or provide a copy of resume with this form.)*

\_\_\_\_\_

**What issue(s) is/are in dispute?**

\_\_\_\_\_

**Who may be affected?** (For example, in a selection grievance the incumbent may be affected.)

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: \_\_\_\_\_

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

#### Prior Discussions:

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

Was anyone else at this meeting? *If yes, provide date and names:* Yes      No

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

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

Were there any investigative meetings? Yes      No  
*If yes, provide copies of notes/minutes. If no, explain:*

Have you had any other problems at work? *If yes, explain:* Yes      No

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      Unknown

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

Has file been requested? *If no, please obtain written consent.* Yes      No

#### Next Steps/Action Plan:

**Name of Steward:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 your 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.

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#### Summary of Facts:

Establish the facts by using a chronology of dates to develop an outline. Use the who, what, when, where details. Note what evidence may be helpful to support your case.

Date	Facts ( <i>who, what, when, where details</i> )	Evidence