

## GRIEVANCE HANDLING

## STEP ONE: GRIEVANCE MEETING PREPARATION - WORKSHEET

#### To be completed by the Steward.

Name of Griever	
Name of Grievor	

\_\_ Date \_

#### A. Questions for the Employer

Step 1's are an opportunity to discuss and resolve the issues. Given the summary of facts, prepare a complete list of questions for the employer.

For example:

- > Could you explain the Employer's reasoning behind...
- > Could you tell me why...
- > What documentation is there to substantiate...
- > We are curious as to...

1.	
2.	
3.	
4.	
5.	
6.	

#### B. Documents/Evidence Required

Step 1's are an opportunity to formally request necessary documentation which may be essential if moving on to Step 2, for example, letters, policies, memos, interview notes, evaluations, etc. Ask for copies and ensure that your request is documented in the minutes.

1	_ 2
3	_ 4
5	_ 6
7	_ 8
9	10



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### C. Union's Argument/Presentation (Two suggested styles)

**METHOD A:** Root the argument in the Collective Agreement. Select your key points and supporting Articles. Present the least contentious ones first to build your argument. Use specific evidence and documentation to show how the grievor is complying with the terms of the Collective Agreement or the Employer is not. **Ask the Employer for their rationale or for missing documentation**.

OR

 METHOD A
 METHOD B

 Point 1
 Once upon a time

 Point 2
 Every day

 Point 3
 One day

 Point 4
 Because of that

 Point 5
 Because of that (2)

 Point 6
 Until finally

**METHOD B:** If familiar with Pixar Pitch\* please use this format to develop a narrative to create a persuasive argument.

\* Taught in Skillful Steward



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#### D. Remedy Sought

Prepare your anticipated resolutions. Make sure you have a rationale as to why the resolution is in the best interests of both parties. A well prepared resolution can bring benefits to more than one party. Ensures the grievor knows the entire continuum of possibilities.

1				
2				
3.				
4.				
6				
Notes:				
Name of Steward		Dat	te	
	Please print			
IF PROCEEDING TO STEP 2 PLEA	SE SEND THIS GUIDE TO	YOUR LRO		
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