



GRIEVANCE CHECKLIST

GRIEVOR'S NAME: _____ **STEWARD'S NAME:** _____

Please identify the article(s) of the Collective Agreement that you are relying upon:

Have you included:

1. All correspondence related to this matter from the Employer?
2. Any Employer policies relied upon?
3. Name and telephone number for relevant contact persons or witnesses?

BRIEF FACTUAL BACKGROUND:

EMPLOYER'S STATED POSITION:

UNION'S STATED POSITION:

ANY SETTLEMENT PROPOSED? BY WHOM?

