



# Grievance Checklist

Grievor name: \_\_\_\_\_ Local contact: \_\_\_\_\_

Please identify the Article(s) of the collective agreement that you are relying upon:

Have you included:

- All correspondence related to this matter from the employer?
- Any employer policies relied upon?
- Name and phone number for relevant contact persons or witnesses?

Brief factual background:

Employer's stated position:

Union's stated position

Any settlement proposed? By whom?