

OPSEU/SEFPO members live and work across Ontario. While union resources, including forms and other materials are available at OPSEU/SEFPO Regional Offices or Head Office, members and stewards can still find themselves many kilometers from these locations. Whether in Northern Ontario, or in a large urban centre, it is not always easy to travel to the spot where resources are available.

The availability of an official OPSEU/SEFPO form can become a critical barrier when a member or steward is faced with strict time limits. This is commonly the case when filing a grievance.

To eliminate this barrier the OPSEU/SEFPO Grievance Form is available online at www.opseu.org/forms.

Forms can be completed in full by computer, or printed from the above links and then completed by hand.

While it will be easy to print a grievance form, you must meet a number of strict requirements for the grievance to be correctly filed.

1. Grievance forms printed from the website must be fully completed with identifying information; a full statement of grievance and settlement desired.
2. As with the normal pre-printed forms the web Grievance Form must be authorized by a union representative; check your Collective Agreement to ensure that the proper representative is signing your form.
3. In addition to the original, three (3) copies are required. If you have a hard copy, we recommend that you photocopy the original. You can then check off each copy as they are issued to the applicable parties.
 - **Copy 1** “for Management” (*if there is a pen/ink signature, this copy must go to Management*)
 - **Copy 2** “for the Local” (*the local executive generally wants to keep a copy of your grievance to properly represent you throughout the Grievance Procedure*)
 - **Copy 3** “for the Grievor” (*this is the copy the Grievor keeps for their own records*).
4. Copies must be provided within the time limits set out in the collective agreement. Consult your steward to make sure that we are complying with the time limits.
5. Consult your steward about the facts of the Grievance.

The Grievance Procedure is completed by your Local Representative. If the Grievance is not resolved then, it is then “*referred to Arbitration.*”

To electronically request that your grievance be referred to arbitration **or** to notify us that your grievance has been referred to arbitration by your local, your completed grievance form must be e-mailed by your local representative to

- OPS and CAAT: grievances@opseu.org
- BPS: please consult with your local or staff representative