



# GRIEVANCE FORM

PRINTED FROM WEB SITE

OPSEU#

(ASSIGNED AT ARBITRATION)

TYPE OR PRINT LEGIBLY IN BLACK INK AND MAKE THREE (3) COPIES

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MEMBERSHIP # \_\_\_\_\_

ADDRESS/ STREET \_\_\_\_\_ OPSEU LOCAL NO. \_\_\_\_\_

TOWN/ CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_ REGIONAL OFFICE FILE # \_\_\_\_\_ - \_\_\_\_\_

HOME TEL: ( ) \_\_\_\_\_ BUS TEL: ( ) \_\_\_\_\_ EXT. \_\_\_\_\_

CLASSIFICATION/ CLASSTITLE \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_

POSITIONTITLE \_\_\_\_\_ SECTIONOR DEPARTMENT \_\_\_\_\_

EMPLOYEDBY MINISTRY/COLLEGE/BPS \_\_\_\_\_ SECTOR \_\_\_\_\_

WORKLOCATION \_\_\_\_\_

TOWN/ CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

## STATEMENT OF GRIEVANCE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SETTLEMENT DESIRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF GRIEVOR \_\_\_\_\_ DATE \_\_\_\_\_

NAME /SIGNATURE OF STEWARD \_\_\_\_\_ TEL: ( ) \_\_\_\_\_

NAME /SIGNATURE OF LOCAL PRESIDENT \_\_\_\_\_ TEL: ( ) \_\_\_\_\_

MANAGEMENT/ OFFICIAL \_\_\_\_\_ TEL: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
POSITION \_\_\_\_\_

100 LESMILL ROAD  
TORONTO, ONT M3B 3P8

TELEPHONE  
(416) 443-8888

TOLL FREE  
1-800-268-7376

TDD 1-800-663-1070  
or (416) 443-9898

Original - MANAGEMENT

Copy 1 - STEWARD

Copy 2 - REGIONAL OFFICE  
(IF APPLICABLE)

Copy 3 - GRIEVOR

JULY 2009



# GRIEVANCE FORM GUIDELINES

Before you complete this form, have you done the following:

1. Got all the facts?
2. Consulted with your steward?
3. Checked the Collective Agreement for grievance procedure to ensure compliance with time limits?
4. Has this first been raised with the supervisor as a complaint?
5. You are now ready to proceed.
6. Complete in full aspects of the grievance form.
7. Process appropriate copies as directed on the bottom of the form.
8. Should there be any changes in information - i.e. address, telephone, etc. subsequent to initiating the grievance, please notify your regional office.
9. Please ensure that all relevant documents are forwarded to your representative.