

## Digital Grievance Form – Unifor 456

(Created Mar 25, 2024)

A grievance can be filed anytime your rights, as detailed in the collective agreement, are ignored or violated. Once you have *first become aware of this violation* it is the grievers responsibility (1<sup>st</sup> Step) to have a discussion with your supervisor or Department Manager to resolve the issue. If you are unable to resolve the issue, complete the electronic grievance form and submit it to the manager that you had discussions with.

Send a copy **along with all supporting documentation**, to the Chief Shop Steward, Ken Churchill ([church@unifor456.org](mailto:church@unifor456.org)) so that the union can monitor the grievance timelines.

To properly fill out, and submit, the attached digital grievance form, please carefully read, and follow, the directions below:

1. **Download** - Download the form to your own device *before* filling out any of the requested information on the form.
2. **Complete** - Once downloaded, open the form in an app or program of your choosing. Fill out the form using that app or program. Include as much information as you can.

If you need help completing the form, please ask a shop steward for assistance. If no shop steward is available, please contact Ken Churchill, Chief Shop Steward.

3. **Save As** - After completing the form, 'save as' the completed form using the exact format below so we can properly file your grievance:

**File Name Format:** [Last Name] [Department] - [Month].[Day].[Year]

**Example 'Save As' File Name:** Doe– Conv- 10.04.2020

4. **Review** - Some apps and programs do not properly fill and save completed forms. Please review the completed form that you saved to make sure it includes all the information you input, and can be read clearly. If not, restart this process using a different app or program. If you are still having trouble after trying again, please use a physical grievance form with the help of a shop steward.
5. **Email** - The completed digital grievance form to your supervisor ensuring that a copy is also sent to the Union ([church@unifor456.org](mailto:church@unifor456.org)).

In the email subject line, please use the same 'save as' file format.

**Email Subject Line Example:** Grievance - Doe -Conv- 10.04.2020

<b>Name of Employee/ Griever</b>		<b>Date Submitted:</b>	
<b>Contract Violation: Article</b>			
<b>Section Violated:</b>			
<b>Detailed Reason in Support of Grievance</b>			
<b>Settlement Requested:</b>			
<b>Signature of Union Representative</b>		<b>Date:</b>	

## STEP 1:

<b>Company Representative</b>		<b>Date of Response:</b> <small>(15 days from date of submission)</small>	
<b>Company Response:</b>			
<b>Received by (Union Representative):</b>	<b>Agree</b>	<b>Disagree</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Date Moved or Accepted:</b>			

## STEP 2:

<b>Company Representative</b>		<b>Date of Response:</b>	
<b>Company Response:</b>			
<b>Received by (Union Representative):</b>	<b>Agree</b>	<b>Disagree</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Date Moved or Accepted:</b>			

## STEP 3:

<b>Company Representative</b>		<b>Date of Response:</b>	
<b>Company Response:</b>			
<b>Received by (Union Representative):</b>	<b>Agree</b>	<b>Disagree</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Date Moved or Accepted:</b>			

## STEP 4:

Company Representative		Date of Response:	
Company Response:			
Received by (Union Representative):		Agree	Disagree
		<input type="checkbox"/>	<input type="checkbox"/>
Date Moved or Accepted:			

## STEP 5 - Arbitration:

Dated moved to arbitration		Date of arbitration:	
Please attach arbitrators' response prior to filling.			