

UNION FACT SHEET

FOR THE UNION ONLY

(Do Not give a copy to employer)



Grievance Number: (use Grievance Codes)

WHO is involved in the grievance:

Grievor's Name:	Grievor's Work Location: (Employer's Name)
Name:	Department:
Company start date:	Job Class:
Phone:	Rate\$:
Grievor's Job Title:	Date grievance submitted to employer:
Witness:	Witness:
Name:	Name:
Department:	Department:
Phone number:	Phone number:

WHAT happened? What is the grievance about?

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Please send a copy of this form to: grievance@usw2009.ca

WHEN did the grievance occur? (date and time, duration, how often, within time limits?)

WHERE did the grievance occur? (exact location, department, machine, aisle, etc.)

WHY is this a grievance? (violation of contract, past practice , MOU, law, safety regulations, etc.)

WANT the grievance resolved by full redress including lost monies and ...

**CHECKLIST
FOR GRIEVANCE INVESTIGATION
HAVE THESE POINTS BEEN COVERED AND ENTERED ON FACT SHEET?**

- ** Discharge and Penalties**
1. Just cause.
 2. Complete statement of events leading to discipline.
 3. Date and times (important to document).
 4. Supervisor's name.
 5. Name, address, phone and statement of witness (if any).
 6. Employee's record.
 7. Print or diagram of area (if applicable).

- Temporary Promotion**
1. Grievor's seniority and classification.
 2. Grievor's qualification.
 3. Classification promotion was made.
 4. Time of promotion.
 5. Availability of grievor at time of promotion.
 6. Name of supervisor involved.
 7. Name of employee promoted.
 8. Location promotion made.
 9. Instructions to grievor (if any).
 10. Exact work performed by grievor.
 11. Articles violated.

- Overtime**
1. Grievor's classification.
 2. Shift or work group.
 3. Date and shift overtime was scheduled.
 4. Classification scheduled for overtime.
 5. Name and classification of employee who worked.
 6. Record of overtime from supervisor's book.
 7. The actual worked that was performed.
 8. Articles violated.

- Job Posting**
1. Grievor's classification and seniority.
 2. Grievor's previous classifications.
 3. What grievor was temporarily promoted to.
 4. Date of promotions (if any).
 5. Pay stubs if possible.
 6. Grievor's experience in vacancy requested.
 7. Name and seniority of employee awarded job.
 8. Number of posting and grievor's application.
 9. Articles violated.

- Statutory holiday**
1. Same as overtime.
 2. Seniority of grievor.
 3. Seniority of employees who did work.

- Improper Pay (Work assignment)**
1. Grievor's regular posted classification.
 2. Grievor's regular work assignment.
 3. Grievor's assignment on day in question.
 4. Name of employees who worked in grievor's place (if any).
 5. Name of employee available (junior to grievor).
 6. Date of grievor's last posting.
 7. Safety involved (if any).
 8. Rate of pay applicable to assignment.
 9. Exact work performed by grievor and instructions from supervisor.
 10. Articles violated.

- Vacations**
1. Seniority.
 2. Time requested.
 3. Time allotted.
 4. Grievor's qualifications.
 5. Name and classification of junior employees.
 6. Number of employees in work group.

- Job Postings (Improper or Non-Posting)**
1. Classification of vacancy.
 2. Area vacancy existed.
 3. Name of employee who held vacancy.
 4. Name of employee promoted to fill vacancy.
 5. Article violated.
 6. Shift at time of posting.

- Supervisor Working**
1. Name of personnel doing the work.
 2. Type of work performed.
 3. Amount of work performed.
 4. Area where work was done.
 5. Grievor's classification.
 6. Availability of grievor.

- Removed from posting**
1. Grievor's posted classification.
 2. Date of last posting.
 3. Grievor's qualifications.
 4. Reasons for removal.
 5. Classification assigned to.
 6. Name of employees junior and not affected.

- Demotion**
1. Grievor's classification and seniority.
 2. Number of employees affected.
 3. Grievor's qualifications.
 4. Classification demoted to.
 5. Name of junior employees holding higher rated jobs (if any).
 6. Name of employee performing grievor's regular work (if any).
 7. Articles violated.

- Transfers**
1. Seniority.
 2. Department requested.
 3. Name of new employees.
 4. Grievor's classification.
 5. Employees available to replace grievor.
 6. Date of grievors's request for transfer.

****Note:** *If this is a Discharge or Discipline Case: –*

- Did the steward ask about any personal problems of the grievor?
- Did the steward ask about any previous record, good or bad, long or short?
- Did the steward probe any extenuating circumstances in this case?
- Did the steward ask about the personal character of all people involved?
- Did the steward discuss the consequences of the penalty?
- Did the steward consider whether or not the "punishment fits the crime"?
- Did the steward advise the grievor to seek employment while waiting?



UNITED STEELWORKERS

LOCAL 2009

Unity & Strength for Workers

GRIEVANCE CODES- 2023

<i>Sample grievance at A.J. Forsyth-Delta</i>		<i>Sample : AJD2023-0109</i>
SITE	GRIEVANCE CODE	
A.J. Forsyth-Delta	AJD2023-(month-day)	
A.J. Forsyth-Nanaimo	AJN2023-(month-day)	
A.J. Forsyth-Prince George	AJP2023-(month-day)	
Advance Wire Products	AWP2023-(month-day)	
AMS Industries	AMS2023-(month-day)	
Aqua-Pak Styro	AP2023-(month-day)	
BC Fed Personnel	BCF2023-(month-day)	
BC FORUM	BCFM2023-(month-day)	
BCNU	BCNU2023-(month-day)	
Bouygues Energies - JPSCOS	BE2023-(month-day)	
Bridges - Chaplains	BR2023-(month-day)	
CAUS, SHARE, etc	CS2023-(month-day)	
Chewters Chocolates	CC2023-(month-day)	
CIPA Lumber	CL2023-(month-day)	
Compass FHA- Burnaby General	CBG2023-(month-day)	
Compass FHA- Eagle Ridge	CER2023-(month-day)	
Compass FHA- Fraser Productions Facilities	CFP2023-(month-day)	
Compass FHA- KinVillage	CKV2023-(month-day)	
Compass FHA- Peace Arch	CPA2023-(month-day)	
Compass FHA- Ridge Meadows	CRM2023-(month-day)	
Compass FHA- Royal Columbian	CRC2023-(month-day)	
Compass FHA- Surrey Memorial	CSM2023-(month-day)	
Compass Revera- Arbutus Care	CAC2023-(month-day)	
Compass Revera- Capilano Care	CC2023-(month-day)	
Compass Revera- Holyrood Manor	CHM2023-(month-day)	
Compass Revera- Lakeview Care	CLC2023-(month-day)	
Compass-James Bay	CJB2023-(month-day)	

**UNITED STEELWORKERS LOCAL
2009**

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Toll free : 1-877-492-2009

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Street, Langley, BC V1M 3A4

Email : office@usw2009.ca
Website: www.usw2009.ca

Compass-Sandringham Care	CSC2023-(month-day)
COPE-378 (MoveUp Together)	MU2023-(month-day)
Davis Wire	DW2023-(month-day)
Dendoff Springs	DS2023-(month-day)
Dick' Lumber-(RONA) North Shore	DNS2023-(month-day)
Dick's Lumber (RONA) - Burnaby	DB2023-(month-day)
Dick's Lumber (RONA) - Surrey	DS2023-(month-day)
Dynamic Doors & Windows	DW2023-(month-day)
E360S Prince George	ES2023-(month-day)
Encore Metal	EM2023-(month-day)
Allied Universal Solutions – Abbotsford YXX	AUS2023-(month-day)
GFL – Delta	GFD2023-(month-day)
GFL – North Vancouver	GFNV2023-(month-day)
Griff Building Supplies	GB2023-(month-day)
Hain-Celestial	HC2023-(month-day)
High Grade Mill	HGM2023-(month-day)
Hydro Richards	HR2023-(month-day)
IATSE, 891	IA2023-(month-day)
Ideal Gear	IG2023-(month-day)
Industrial Equipment	IE2023-(month-day)
J.S. Jones - Pitt Lake	JSJ2023-(month-day)
Kanaka Creek Pole	KP2023-(month-day)
Kay-son Steel	KS2023-(month-day)
Kennametal	KM2023-(month-day)
L-M Equipment	LM2023-(month-day)
Leslie Forest Products	LFP2023-(month-day)
LOCAL EMPLOYEE'S UNION - LEU	LEU2023-(month-day)
Plasti-Fab - Insulspan	PFI2023-(month-day)
Plasti-Fab Ltd.	PF2023-(month-day)
Playtime Peardonville	PPC2023-(month-day)
Robar Industries	RI2023-(month-day)
Royal City Taxi	RCT2023-(month-day)
San Group - Acorn	SGA2023-(month-day)
Stella Jones Inc. - New Westminster	SJ2023-(month-day)
TWU - Reps	TWU2023-(month-day)
UFCW, 1518 Bus. Reps	UFB2023-(month-day)
UFCW, 1518 Directors	UFD2023-(month-day)
UFCW, 1518 O&T	UFO2023-(month-day)
Uni-Select Pacific Inc.	US2023-(month-day)

UVIC Student Society	UVSS2023-(month-day)
Vanguard/Ringball	VR2023-(month-day)
Verbeek Pallet Supply	VPS2023-(month-day)
Vision Plastics	VP2023-(month-day)
Western Canadian Screens	WCS2023-(month-day)
WISE Club	WZC2023-(month-day)