

Grievance Fact Sheet

Ontario Nurses' Association Grievance Fact Sheet (Grievance Chair)

Purpose To provide bargaining unit representatives with guidance to obtain all relevant information.

Additional information should be obtained at each step of the grievance procedure, when known.

Important Having all the facts is essential. It is vital to the Union Representatives to effectively discuss the grievance with management.

When a grievance is not settled and proceeds to arbitration, the union is required to prove its case through evidence at a hearing. This may require oral evidence of those actually involved, plus any documentary evidence. The best time to investigate and obtain the relevant facts is at the time of the grievance.

As the hearing may not be held until several months later, it is important to obtain and document all relevant data as soon as possible so it will not be forgotten. The Fact Sheet is intended to provide guidance as to how this should be done.

1. Grievor

The grievor should be interviewed about all circumstances surrounding the grievance. The grievor should immediately write a complete account of the facts. This can be used by the grievor to refresh the memory, if required. (If it is a disciplinary grievance, the grievor's past record should be documented).

2. Other People

All persons who may be involved in the event/occurrence should be identified on the Fact Sheet. They should be approached and their account of the story documented at the time. Again, it is preferable that a statement be obtained from them.

3. Documents

All relevant documents (e.g. pay slips, schedules, letters, memos, notes, evaluations) should be obtained. If the actual document is not available, its existence and possible content should be listed on the Fact Sheet. *(Note: Any documents submitted should be identified.)*

4. Member Representative or Grievance Committee

They should prepare a written account of the complaint/grievance including:

- Their involvement in processing the complaint/grievance.
- Management's position as they see it.
- Acceptable resolution of the grievance
- General comments.

Cautions

The Fact Sheet is not a substitute for the grievance form. The Fact Sheet and all attached documents are for the exclusive use of the Union Representatives and must not be shown nor given to management under any circumstances.

It is vital for the Labour Relations Officer to have all the materials and the completed Fact Sheet to provide advice to the Grievance Chair and to prepare for the meeting with the employer.

Grievance Fact Sheet Form

LOCAL#: _____ **EMPLOYER** _____

Grievor's Name: _____ FT [] ; Regular PT [] ; Casual PT []

ONA Member ID Number: _____

Address: _____

Postal code: _____ Phone
: _____ (Home) _____ (Work)

Date of hire: _____

Date of occurrence: _____

Meetings

Complaint to immediate supervisor _____ Date: _____

Outcome: _____ Resolved _____ Unresolved _____

Resolution: *(briefly state or attach)*

Grievance Meeting

Date: _____ (notes attached)

Date: _____ (notes attached)

Check your collective agreement for the right of either party to request extension of time limits in any step of the complaint/grievance procedure. If you requested or granted an extension, please attach copy.

Facts of the Event/Occurrence

To be completed by the Grievance Chair with the assistance of the grievor(s) prior to filing the grievance as obtained from:

1. Grievor during the interview.
2. Grievor's own statement in writing, dated and signed.
3. Statement from any others.

Answer the following questions:

- What happened?
- Who is involved?
- When did it happen?
- Where did it happen?
- Why is it a grievance?
- What do you want?

Have you completed the relevant questionnaire? [] YES [] NO

(Please attach extra page, if needed)

Attach any relevant documents, if any (i.e. notes from meetings, statements, pay slips, work schedules, etc.)

**Remember You Can Never Provide Too Many Details.
Retain Copy For Grievance Committee.**