

Grievance Checklist

- Grievance Form** signed and dated by the grievor, union representative and manager/supervisor;
- Transmittal Form** signed and dated by the grievor, union representative and manager/supervisor;
- Decision/Reply** issued at previous level of the grievance process;
- Facts** set out in chronological order;
- Arguments** presented by local *union* representative. A PSAC *Steward Factsheet* may be used for this purpose;
- Arguments** presented by the *employer* during the hearing which may be relevant;
- List of **witnesses** and their contact information, if applicable;
- Copy of any and all **documents relevant to the case**, including evidence;
- Copy of any **Administrative Investigation Reports**, if applicable;
- Copy of any **Disciplinary letters** if applicable; and,
- Copy of any relevant **policies, regulations** or **memorandums** from the employer, or **jurisprudence** if used, and if applicable.

All applicable grievance documentation should be sent to oninfo@ceiu-seic.ca at your earliest convenience to ensure that grievance timelines are adhered to.