

Request to advance grievance to: **Arbitration** **Mediation**

Please note you will be required to complete this form in its entirety and submit it to the recording secretary, Tammy VanDyk brite.smiles@hotmail.com. Failure to get the form in may result in a delay. Once the request is received it will be added to the agenda for the upcoming executive meeting; these meetings occur during the first week of each month. The executive will discuss the merits of the grievance and subsequently do one of the following:

- a) Make a recommendation to the general membership to advance the grievance*
- b) Recommend that the grievance not be advanced in which case a registered letter will be mailed to the grievor outlining and advising he/she of the appeal process.*

GRIEVANCE #	NAME	GRIEVOR'S ADDRESS	STEWARD

RESPONSE

OFFICE ONLY

<p>WHAT HAPPENED <i>INCLUDE DATES</i></p>		
<p>EMPLOYER CONTENDS</p>		

CURRENT DISAPLINE		
PREVIOUS DISCIPLINES		
OTHER AGGRIVATING FACTORS		
WITNESSES		
SENRITY DATE		
TIMELINES MET?		
WHAT IS THE VIOLATION		
PAST PRACTICE		
WORK HISTORY GOOD/BAD		
MITIGATING FACTORS <i>ADDICTIONS/ABUSE</i> <i>MENTAL</i> <i>HEALTH/DIVORCE/EXTENUATING</i> <i>CIRCUMSTANCES</i>		
WHAT DOES THE GRIEVER WANT?		
OTHER		

RECOMMENDATION OF THE EXECUTIVE:

ADVANCE

DO NOT ADVANCE

DATE: