

WRITING AND FILING A GRIEVANCE

1. State on whose behalf the grievance is being filed.
2. State the act or omission being grieved.
3. State the contract clause violated or the other basis for the grievance
(use language equivalent to Aincluding but not limited to@ so as not to box yourself in).
4. State the remedy being requested.
5. State whether a hearing at this step is demanded.
6. Be sure that a delegate signs the grievance if it is of a type that can be filed only by a delegate, such as a grievance concerning non-union workers under section 1.5A or training under 12.13.
7. Date the grievance.
8. Be sure that the grievance is actually filed in a timely manner, and get an acknowledgment on paper.
9. Promptly forward a copy of the grievance to the LSSA president.
10. Remember that the grievance is amendable, up to the LSNY Executive Director level.
11. When filing at the LSNY Executive Director level, remember LSSA=s policy that only a member of the union=s Executive Committee can handle the grievance hearing at this level.

Note:

A member of the EC should be contacted prior to filing a grievance by a delegate if possible.

Consider whether the matter involves a confidential subject (substance abuse, health and/or mental health issues, domestic violence) and determine whether the subject of the grievance otherwise wishes the matter to be treated confidentially. It is not always possible to treat grievances confidentially if management's action has a broader impact on the membership. Consult an EC member whenever questions arise.

Settlements of grievance must be approved by, and agreements or stipulations signed by, an officer of LSSA. Where a grievance on the shop level results in management's complete withdraw of its action without a written agreement the delegate should so inform the President in writing.