PLEASE COMPLETE THIS FORM AT EACH STEP OF GRIEVANCE PROCEDURE AND FORWARD TO HUMAN RESOURCES AND YOUR SUPERVISOR.

SCHOOL DISTRICT NO. 36 (SURREY)
GRIEVANCE REPORT FORM
(Please print or type)

1. Please give a short descriptive name to the grievance.

_____

2. Name of employee(s) or a description of the employee(s) on whose behalf the grievance was initiated and the affected worksite(s).

_____

3. Indicate under which collective agreement the grievance was initiated.

___ Board/STA ___ Board/CUPE

4a. Indicate date the grievance was first filed: _____

4b. Indicate date(s) and time(s) of grievance meeting(s): _____

4c. Please check: Step 1 ___ Step 2 ___ Step 3 ___

5. Management Representative(s) Union Representative(s)

_____ _____

_____ _____

6. Was the grievance within time limits in Contract? Yes ___ No ___
(if out of time, advise employee/union)

7. Give a brief and concise statement of the positions given in support of the grievance (attach written grievance to form as well) including reference to applicable contract provisions.

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_____

_____

_____

_____

_____

8. What specific remedy is the union seeking to resolve the grievance? "(make employee whole" or "full remedy" is not sufficient)

_____

_____

9. What was the outcome to the grievance at this step?

Grievance accepted, at least in part, and resolved	___
Resolved without prejudice with union agreement	___
Unresolved	___
Withdrawn	___

10. Name of Human Resources manager(s), if any, consulted with regard to the grievance.

_____

If the grievance was resolved or withdrawn, please complete sections 11 and 12

11. If the grievance was withdrawn, was there any reason given?

_____

_____

_____

12. Please indicate why the resolution was agreed upon? (This section is particularly important)

_____

_____

_____

If the grievance was unresolved, please complete sections 13, 14 and 15

13. Describe why the union feels certain contract provisions, past practices or other factors support the grievance.

_____

_____

_____

_____

_____

_____

14. Describe why management representative(s) feel certain contract provisions, past practices or other factors resulted in the grievance remaining unresolved.

_____

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_____

15. If there were different views with regard to the accuracy or completeness of any facts relied upon by either party, please list them.

_____

_____

_____

_____

16. On what date was the employee or union given your response to the grievance?

_____

Report completed by: _____ Date:_____

Please fax or e-mail this report to: _____ and _____
Immediate Supervisor H.R. Manager