

STEWARD FACTSHEET

Public Service Alliance of Canada

1. WHO

A. Union Representative (Who completed the fact sheet)

Name:

Home Address:

Work Address:

Phone Home:

Work:

Fax Home:

Work:

Email Home:

Work:

Component:

Local:

B. Grievor(s)/Complainant(s) (If more than one, attach list with name, address, etc for each)

Name:

Home Address:

Work Address:

Phone Home:

Work:

Fax Home:

Work:

Email Home:

Work:

Bargaining Unit:

Classification:

Employer or Department:

Branch:

C. Employer Representative or Immediate Supervisor

Name:

Title:

Address:

D. Witnesses

Name:

Address:

Phone:

Email:

Union Witness Employer Witness

Provided statement – Willing to testify Yes No Unknown

Name:

Address:

Phone:

Email:

Union Witness Employer Witness

Provided statement – Willing to testify Yes No Unknown

Name:

Address:

Phone:

Email:

Union Witness Employer Witness

Provided statement – Willing to testify Yes No Unknown

Name:

Address:

Phone:

Email:

Union Witness Employer Witness

Provided statement – Willing to testify Yes No Unknown

List names, addresses, and telephone numbers of any additional witnesses on a separate sheet indicating whether for the grievor or management.

2. FACTS OF THE COMPLAINT OR GRIEVANCE

A. The minimum required here is: **When** the act or omission occurred (times and dates). **Where** it occurred (exact location, department and section) and **What** occurred.

B. List any pertinent documents, and when received or dispatched by grievor or Union.

3. WHY IS THIS CONSIDERED TO BE A COMPLAINT OR GRIEVANCE?

Include the **article** of the collective agreement or **section** of the legislation, if applicable.

4. WANT (Corrective action requested)

Should place the complainants or grievors in exactly the same position in which they would have been, had the incident not occurred (Do not forget to request that the grievor(s) be made whole).

5. TIME LIMITS

Date of incident:

- | | |
|---|--|
| 1. Deadline for filing grievance/complaint: | 4. Date reply received: |
| 2. Date filed: | 5. Deadline for transmittal to next level: |
| 3. Deadline for reply: | 6. Date transmitted to next level: |