

STAFF REP GRIEVANCE HANDLING CHECK LIST

YES NO

Did you talk to the aggrieved teacher?

Did you talk to witnesses?

Did you talk with the Principal?

Did you separate the facts from opinion?

Did you look for other supportive evidence?

Did you identify the 6 W's – Who, What, Where, When, Why and Want?

Did you identify the clause of Collective Agreement, Memorandum of Agreement, Circular or Regulation that was violated?

Did you discuss the situation with the Zone Convenor, DFO or IR Department?

Did you determine if this has occurred before?

Did you check for previous Association Grievance settlements for precedents?

Did you complete the Grievance Report?

Did you follow all the steps of the Grievance procedure, including time limits?

Did you explain the process to the aggrieved teacher and ensure he/she understands the process?

Did you ask the aggrieved teacher to put his/her Grievance in writing?

Did you send the Grievance Report to the Administration?

Did you set up a meeting with the Administration?

Did you inform the aggrieved teacher of the Administration's response?

Did you send a copy of the Grievance Report to the DFO?

**For further assistance with Grievances please contact:
Your DFO or the IR Department**