

Grievance checklist and deadline tracker

One grievance per form. Fill in the dates first: they decide more grievances than the facts do. Built from the SEIU Local 521 intake form and the PSAC grievance file checklist. The procedure it tracks is explained at avichat.ca/resources/bulletin/union-grievance-procedure.

1 Intake fill in at the first conversation

Member 	Phone and personal email
Department, classification, supervisor 	Steward, and date of intake
Date of the incident (or the first day of a continuing violation) 	Date the member learned of it (matters when the clock runs from knowledge)

2 The six Ws

What happened 	
Who was involved 	Where, and on what shift
Witnesses, and how to reach them 	Why it violates the agreement

3 The case

Article(s) and section(s) violated (cite every provision that may apply, including side letters and past practice) 	
Type of grievance (individual, group, policy; discipline or interpretation) 	Which step it enters at, under your agreement
Remedy requested (rescind the discipline; lost wages and premiums; seniority date; post the job; cease and desist; declaration; and that the grievor be made whole) 	
Documents and records to preserve (schedules, bid sheets, texts, emails, the discipline letter, attendance and seniority records, the policy as it read that day, video) 	Information requested from the employer, and the date

4 Before you file

- ☐ Member told to keep working unless the order is illegal or unsafe
Work now, grieve later. A safety refusal has its own procedure; invoke it by name.
- ☐ Read the grievance article: how many days, calendar or working, counted from the event or from knowledge
- ☐ Informal meeting held, and any settlement or extension put in writing
- ☐ If the deadline is close, file now and keep investigating
- ☐ Checked whether this is also a safety, harassment, human rights or accommodation matter with its own clock
- ☐ Checked which step this grievance enters at
Some agreements send discipline, discharge, group or policy grievances straight to a later step.
- ☐ Member's written consent obtained before handling any medical information
- ☐ Copy of the filed grievance kept, with the date it was received

5 The clocks write the due date the day the previous stage ends, not the day you remember

Stage	Due date	Filed or appealed on	Employer's answer due / received
Informal			
Step 1			
Step 2			
Step 3			
Arbitration notice			

Extensions agreed, in writing, to what date (date, new deadline, who signed for each side)

If the employer misses its deadline, what your clause says (deemed denied; clock from receipt; deemed granted)

Never wait past management's deadline without either moving the grievance up or getting an extension in writing. Many agreements start your clock to appeal on the day the answer was due, not the day it finally arrives.

6 Keeping the member informed

- ☐ Member told in writing where the grievance stands after each stage
- ☐ Any decision to settle, drop or not arbitrate explained to the member in writing, with the date

Notes and decisions