

STEWARD FACT SHEET

Government Services Union, PSAC

PART 1 - WHO

A. THE UNION REPRESENTATIVE

This is the person completing this fact sheet.

Name:	
Work address:	
	Postal Code:
Home address:	
	Postal Code:
Home Phone:	Work Phone:
Home Fax:	Work Fax:
Home e-mail:	Work e-mail:

B. THE GRIEVOR

If there is more than one grievor, attach a list with name, address, etc. for each)

Name:	
Work address:	
	Postal Code:
Home address:	
	Postal Code:
Home Phone:	Work Phone:
Home Fax:	Work Fax:
Home e-mail:	Work e-mail:
Bargaining Unit:	Classification:
Employer:	Branch or Section

C. EMPLOYER REPRESENTATIVE OR SUPERVISOR

Name:	Title:
Address:	
	Postal Code:

PART 4 - WANT

This is the corrective action requested. It should aim to place the grievor in exactly the same position in which he or she would have been, had the incident not occurred. An important phrase to include is "that the grievor be made whole."

PART 5 - TIME LIMITS

Know your time limits (e.g. see clause 18 of the PA collective agreement.)

Date of incident:	Deadline for filing a grievance is:
<i>(25 working days {20 at the Mint} from the date of incident.)</i>	
Date the grievance was filed:	Deadline for employer to respond:
	<i>(10 working days {5 at the Mint} after grievance was filed.)</i>
	Date for transmittal to the next level:
<i>(15 working days after grievance was filed.)</i>	

PART 6 - WHAT NOW?

When completed, keep this document on the Local's grievance file. Refer to it when completing the Grievance Form. Be sure to provide a copy of it to the Union Officers who represent this member at other levels of the grievance procedure such as the Regional Vice-president (level 3) and the GSU National Office Union Representative (level 4.)

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