



21-2148 Connaught Street  
Regina, SK S4T 4T9

306-352-8282  
president@local21.ca  
www.local21.ca

## MEMBER GRIEVANCE INTAKE FORM

Depending on the nature of the issue, a grievance may be filed on your behalf. It is important that all information provided is **accurate, complete, and factual**. When completing this form, please include as many relevant details as possible and present them honestly and in chronological order.

Member name (print): \_\_\_\_\_ Contact #: \_\_\_\_\_

**1. WHO:** is involved (name/s)? ... Branch or Division ... title and job classification. Name and title of manager or witness's --- need to be accurate.

**2. WHAT:** happened that caused the violation? Disciplinary action? Substitution pay not given? Safety violations? You need to provide accurate information of what occurred in chronological order ... Briefly describe accurately the details of your complaint:



21-2148 Connaught Street  
Regina, SK S4T 4T9

306-352-8282  
president@local21.ca  
www.local21.ca

2.

**3. WHEN:** did the violation occur? Ensure dates and times are included. Include how often and how long: \_\_\_\_\_

---

---

---

**4. WHERE:** did it occur? Give exact location(s) if event occurred in different places. Have pictures or drawings if applicable:

---

---

---

**5. WHY:** is this considered to be a grievance or complaint? Was there a direct violation of an Article(s) in the Collective Agreement? A violation of an Act or Code, an arbitral award, past practice issue:

---

---

---

**6. WANT:** this relates to adjustments or compensation that you feel are owed to you to correct the injustice:

---

---

---

---

► RETURN THIS INTAKE FORM TO YOUR GRIEVANCE CHAIR REPRESENTATIVE IN YOUR AREA ◄

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_