

**Q**uestion:

I believe I have the necessity to start a Grievance procedure. How do I start?

**A**nswer:

The first action you should take is to talk with your Union Steward, or a member of the Union Local Executive. Here is a recent list of your Local Stewards and Executive

[http://www.local237.ca/contact\\_local237/CAAT%20Union%20Local%20237%20Executive.pdf](http://www.local237.ca/contact_local237/CAAT%20Union%20Local%20237%20Executive.pdf)

Often, a satisfactory resolution can be accomplished using informal or informal negotiations without the need of a lengthy formal paper-driven process.

If negotiations come to an impasse, you may now have no other option but to file a Grievance. Since you will have consulted with your Union Steward or Union Executive, you will be aware of the multi-part forms, steps, and time frames for this procedure.

For your initial homework, the Grievance Process including its formal steps and time frames is described in detail in Article 32 of your current Collective Agreement. The link to your Collective Agreement is

[http://www.opseu.org/caat/caat\\_ac/pdf/CAAT-Academic%20CA%20-%20ENGLISH.pdf](http://www.opseu.org/caat/caat_ac/pdf/CAAT-Academic%20CA%20-%20ENGLISH.pdf)

The Grievance Forms plus Grievance Data Bases are available for perusal and download at the OPSEU Web site. The link is <http://www.opseu.org/griev/awards/mainpage.htm>