

OPSEU LOCAL 329
Mental Health Centre Penetanguishene

www.opseulocal329.ca

March 16 2011

TO: OPSEU LOCAL 329 MEMBERS

**RE: CHANGE OF PHONE NUMBER, ADDRESS
NOTIFICATION TO UNION REPRESENTATIVE
FILING GRIEVANCES**

- 1. Please ensure that you advise the employer of any change of address and phone number. In particular, if you are front line staff and have submitted your name for overtime, it is essential the employer has both your current home number and your current cell phone number. The best way to accomplish this is an email to your manager (keep a copy for your records) informing them of the change and the effective date.**
- 2. If you require a union representative for a meeting, it is imperative you contact the steward of your choice in as much time as possible. When you are notified by the employer of a meeting that requires a union steward, contact the steward immediately. If you wait until the day before or the day of, chances are good that there will be no one available to represent you.**
- 3. If you feel the employer has violated the Collective Agreement, then you have the right to file a grievance. The grievance process is outlined in Article 8. Speak with your manager about the issue within 30 working days of the alleged violation – this is the complaint stage of the grievance. You must advise your manager that you are raising a complaint under the grievance process and explain to them how you feel the employer has violated the collective agreement, quoting the article you are grieving about. It is best to give them as much detail as possible as to how you feel the article has been violated in order for your manager to investigate the matter. They have 7 working days to respond to your complaint. You do not have to put anything in writing nor do you have to sign anything.**

After you have received a response, either verbally or in writing, you have a further 10 working days in which to file the Step 1, at which time you need to contact this office if you have not already done so. This can be done via a written grievance (which has to be signed by either Al Donaldson or myself). It is preferable to file it in writing as then timelines can be observed by both parties. However we have an understanding with Human Resources that the Step 1 can be waived and you can proceed directly to Step 2.

The Step 2 definitely must be done via the grievance form, which again has to be signed by either Al Donaldson or myself or it is not considered a grievance. The grievance is filed with the employer and a meeting will be held within 15 working days of the submission of the grievance.

If you have any questions concerning this process, please do not hesitate to contact any steward for clarification.

In Solidarity

Martha McDonald

**Martha McDonald
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