

GRIEVANCE HANDLING

STEP ONE: INITIATION EMAIL - EXAMPLE

Good afternoon,

My name is _____. I am a steward for the BCNU. It has come to my attention that there has been a potential breach of the collective agreement and I am writing to request that we meet for a Step 1 meeting. As per Article 9 of the Nurses' Bargaining Association (NBA) collective agreement (copied below), the BCNU steward, the member and the employer shall meet for a Step 1 within 14 days of the member becoming aware of the potential breach. _____ became aware of a potential breach of Article _____ on _____. This means that we are required to meet no later than _____. Both _____ and I would be available to meet on _____ between _____.

Please let me know your availability at your earliest convenience.

With respect,

Your Signature

Article 9

Within fourteen (14) calendar days of the occurrence of the difference, or within fourteen (14) calendar days of when the employee first becomes aware of the matter giving rise to the difference, the employee with the steward shall discuss the difference in a meeting with the employer. The steward and the Employer may determine – at the conclusion of the meeting or within an agreed specified time (not to exceed seven (7) calendar days) – that the grievance is resolved or unresolved. Failing joint determination, the grievance is deemed to be unresolved.