



FÉDÉRATION DU PERSONNEL DE SOUTIEN
DE L'ENSEIGNEMENT SUPÉRIEUR

INVESTIGATION FORM

GRIEVANCE CASE IDENTIFICATION

Union: _____

Employer: _____

Grievance numbers:

Local: _____

Registry: _____

Type of grievance:

Individual:

Collective:

Union:

Interpretation:

Classification:

Nature of the grievance: _____

IDENTIFICATION OF THE PLAINTIFF (IF THERE IS ONE)

Last name: _____

First name: _____

Address: _____

Telephone : (home) _____

(office) _____

Email address: _____

Job title: _____

Status: _____

Hiring date: _____

Seniority: _____

Salary step: _____

Immediate sup.: _____

Service / Department: _____

DETERMINATION OF DEADLINES

Indicate the dates on which the following events occurred:

Date the incident happened: _____ Knowledge of the event: _____

Submission of grievance: _____ Arbitration notice: _____

HISTORY

Summarize the facts, specify dates, and attach the grievance:

Identify all of the people involved, including their status and coordinates:

Identify and enclose all documents related to the grievance:

List the people who could testify on the union's behalf and explain what they are likely to say:

List the people who could testify for the employer and explain what they are likely to say:

LEGALITIES

Indicate the clauses of the collective agreement and any other laws related to the grievance:

Indicate and enclose any local agreements, policies or directives related to the grievance:

Summarize the nature of any discussions that took place with representatives of the employer related to the grievance and enclose copies of minutes or correspondence, if such things exist:

PRECEDENTS

Has the union already contested a similar decision by the employer? _____

If so, explain the results of these contestations and enclose all pertinent documents (agreements, sentences, desistments, etc.):

If the grievance involves a disciplinary measure, what else is in the plaintiff's disciplinary file?

THE FACTS

What is the plaintiff's version of the facts?

What is the employer's version of the facts?
