

# CHECKLIST for Grievance Investigation

HAVE THESE POINTS BEEN COVERED AND ENTERED ON THE FACT SHEET?

## Termination and Suspensions

1. Previous work record.
2. Complete record of events leading to the discipline.
3. Details surrounding the actual incident.
4. Management's rationale for the decision.
5. Past practice in similar circumstances.
6. Manager's name.
7. Names of any witnesses
8. Date and time of the imposed discipline.
9. Copy of any Performance Appraisals.
10. Copy of employee file, if terminated.

## Inappropriate Awarding of a Posted Position

1. Grievor's seniority.
2. Grievor's experience compared to job posting requirements-resume.
3. Name and seniority of successful applicant.
4. Management's reason for rejecting the grievor.
5. Management's reason for choosing the successful applicant.
6. Interview scores.

\*\*Letter to successful applicant telling them the MNU is grieving the awarding of the position.

## Harassment

1. Incident-Date, time and place.
2. Type of harassment- Personal, racial, psychological, sexual, physical.
3. Consequences as a result of the harassment-Denied rights i.e. vacation, promotion or time off.
4. Health effects-Psychological and physical
5. Harasser's name-Manager, co-worker, patient/client/resident, or visitor.
6. Names of any witnesses.
7. First or repeated incident.
8. When manager first notified.
9. Date of Respectful Workplace Complaint.
10. Injury/Near Miss or Occurrence Reports related to any incidents.

## Overtime

1. Overtime protocol.
2. Date, shift and time of the overtime missed.
3. If short notice shift, when was the need identified.
4. Ensure grievor was available to work the overtime.
5. Who was granted the overtime.
6. Verify grievor was qualified for the work.
7. Previous overtime worked by the grievor
8. Management's reason for not awarding the overtime.

## Vacations

1. Time requested.
2. Time allowed.
3. Seniority.
4. Number of employees allowed off as per policy.
5. Employer's reason for denial of request.
6. Names of any other involved employees.
7. Seniority and occupational classification of other employees involved.

## Incorrect Pay-AA, Placement on Scale, Overtime

1. Need paystubs.
2. Date the grievor first noticed the error.
3. Date the grievor brought the matter to their manager.
4. Management's reason for not awarding the payment.
5. Nursing hours for past years.

## Job Posting

1. Date job posted.
2. Previous job posting for a similar position.
3. Job description, including classification.

## Additional Available Shift

1. Additional available shift protocol.
2. Date need posted.
3. If short notice shift, when was the need identified.
4. Ensure grievor not in an overtime situation.
5. Posted hours for two cycles.