**GRIEVANCE PROCEDURE CHECK SHEET**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Phone (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (home/cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFA Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A grievance is defined as any dispute regarding the interpretation or application of the collective bargaining agreement (i.e. the contract) or alleged past practice between the College and an individual member or members of the Association.**

State the potential grievance:

List the specific Article(s) and Section(s) of the collective bargaining agreement (i.e. the contract) that apply to the potential grievance. If a past practice was violated, list specifics and examples of the past practice.

Give a copy of this check sheet to your OFA representative.

Read Article 4 of the collective bargaining agreement.

Step One of the grievance procedure must be initiated within ten (10) days after the event or occurrence or constructive knowledge thereof. Pay close attention to the timelines of the grievance procedure.