

# **BASIC UNION INFORMATION**

## **GRIEVANCES**

A "grievance" is a violation of a specific article or provision of the contract. Therefore, not all complaints about the workplace are "grievances" subject to the grievance and arbitration provisions of the contract. Suspensions and reprimands may be grieved.

The contract requires all grievances to be filed within 30 days of your knowledge of the violation so it is important to act in a timely fashion when filing a grievance or your grievance may be waived by inaction.

If you want to file a grievance, Contact Chief Steward Mike Murphy ([michaelmurphy44@att.net](mailto:michaelmurphy44@att.net)) He needs the following information:

- 1) What Article of Contract was violated;
- 2) What date did the violation occur;
- 3) When did you realize the violation occurred;
- 4) What paperwork do you have that supports your grievance;
- 5) What are the basic facts (who; what; where; when) that describe the violation;
- 6) What is the remedy you seek;
- 7) Why is that remedy appropriate;
- 8) Your phone number; and
- 9) Your private (non-county) email address.

**DO NOT USE THE COUNTY EMAIL SYSTEM** because it is not a private line of communication with Union officials.

After collecting this information, the Union may contact you to discuss with you the merits of your grievance. This discussion may include a review of prior grievances or incidents that might be similar to yours and how those grievances were resolved.

If there is merit to your grievance, the Union will draft the grievance and send it to you by email for your signature. When you return it to the Union, it will be filed to obtain written proof of its filing.

You may be contacted directly by management to schedule a grievance meeting. **BEFORE AGREEING TO A DATE AND TIME**, contact the Union to be sure that there is someone available to attend the meeting with you. If your grievance is settled, or you wish to withdraw it because it has been remedied, send the Union email notice so the proper paperwork can be filed and saved for future reference.