



## GNWT/UNW Covid Sick/Special Grievance Form

### Directions:

1. Fill in the highlighted and/or underlined blanks in the following form.
2. Describe the events that took place in a short but detailed paragraph (additional sheet can be added on end if needed).
3. Make sure the description touches on the 5 W's (who what where when and why).

### Options for submitting the grievance to management

1. Email the completed grievance form to your direct supervisor and cc the following: GNWTLRADMIN@gov.nt.ca; HQ@unw.ca; It is preferred that this be done from your personal email (but because it is a first level grievance it is okay if it comes from your work email).
2. Print off grievance and complete form. Have your supervisor sign the grievance receipt at the bottom of this page. Make sure to make a copy of the grievance and email, fax or drop off the UNW Headquarters/Regional Offices as soon as you can. If your supervisor refuses to accept it please email the date, time and supervisors name to parlea@unw.ca
3. Send all relevant documentation including proof you were denied to HQ@unw.ca to be put on file with your grievance.

### Follow up:

1. Follow up as soon as possible with the UNW Service department by filling out the forms in the following two links and sending them to SAA@unw.ca

[http://www.unw.ca/sites/default/files/authorization\\_for\\_access\\_to\\_personnel\\_files\\_union\\_rep\\_0.pdf](http://www.unw.ca/sites/default/files/authorization_for_access_to_personnel_files_union_rep_0.pdf)

[http://www.unw.ca/sites/default/files/form-\\_important\\_notice\\_to\\_grievor\\_0.pdf](http://www.unw.ca/sites/default/files/form-_important_notice_to_grievor_0.pdf)

2. Take a moment to enjoy your decision to exercise your rights as part of the bargaining unit.

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TO: Employer's designated respondent

Please complete this section and return it to the UNW representative.

This acknowledges that I have received a 1st Level grievance from \_\_\_\_\_ on \_\_\_\_\_ and that I am aware that the collective agreement requires that I reply in writing to the UNW representative within 14 days.

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Signature

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Printed name

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Date



Date:

To:

Mr/Ms \_\_\_\_\_,

**Re: Grievance- Leave**

The Union of Northern Workers hereby files this First Level grievance on behalf of Mr/Ms. \_\_\_\_\_ in accordance with Article 37 of the Collective Agreement. The Employer is in violation of Articles 1, 3, 18, 19, 20, 40, 37, and any other related Articles of the Collective Agreement, pertinent Legislation, and/or Regulations, Policies and past practices.

The Union of Northern Workers alleges that the Employer is in violation of the Letter of Understanding concerning COVID-19 Special and Sick Leave provisions. On or around April 1st, 2022 the employer offended the Collective Agreement by imposing a unilateral rule that COVID-19 Sick Leave and Special Leave Codes would no longer be available to bargaining unit employees.

Below you will find details on which days I was denied the appropriate leave for and a short description of the events leading to this grievance:

[Redacted content]

Additional information may be attached on a separate page.

The union specifically asserts that other issues may present and it places the Employer on notice that as the union becomes aware of such it shall put the Employer on notice, either through the process of this grievance up to the point of referral to arbitration or through the filing of a further grievance. The union maintains that where those other issues are so determined the union does not regard itself restricted.

If you would like to discuss please feel free to give me a call or contact me via email,

Sincerely,

\_\_\_\_\_

<b>Grievor Information</b>	
Member name	
Employer	
Location	
Department	
Position title	
Supervisor	
<b>Grievance information</b>	
Grievance type	Individual
Category	Leave
Incident date (Date incident occurred)	
Filing date (date submitted to supervisor)	
<b>Article/Clause</b>	
Article 1: Purpose of agreement, Article 3: Recognition/Discrimination, Article 18: Vacation Leave	
Article 19: Special Leave Credits, Article 20: Sick Leave Credits, Article 37: Adjustment of Disputes	
<b>Claim</b>	
<p>The Union of Northern Workers hereby files this First Level Grievance on behalf of Mr/Ms _____ in accordance with Article 37 of the Collective Agreement. The Employer is in violation of Articles 1, 3, 18, 19, 20, 37, 40 and any other related Articles of the Collective Agreement, pertinent Legislation, and/or Regulations, Policies and past practices.</p>	
<b>Redress</b>	
<ol style="list-style-type: none"> <li>1. A declaration that the Employer has misinterpreted, misapplied, and/or violated the Collective Agreement.</li> <li>2. To be made whole in all respects without restriction, including being awarded interest on monies owing or made part of redress, and further to be awarded monetary damages.</li> <li>3. Any other remedy that is deemed just to address the concerns that present and as are disclosed through the evidence the Union will adduce up to the point of referral to arbitration.</li> <li>4. That the employer make the grievor whole in terms of compensation, including but not limited to any loss of wages (inclusive of overtime, where applicable), benefits, pay increments premiums or any other items deemed just and appropriate under the circumstances, and that compensation be made with the addition of interest, compounded daily and calculated at prime plus 2%.</li> <li>5. That the Employer seek no retaliation or other action against the grievor for the Union having exercised its right to grieve this matter on their behalf.</li> <li>6. That all documentation leading up to and including this grievance be removed from any and all of the members employee files.</li> <li>7. That the grievor be paid for all hours under dispute at the appropriate rates.</li> <li>8. That the Employer cease violating the Collective Agreement (LOU) by deleting the COVID-19 Special and Sick Leave Codes.</li> <li>9. The redress shall be that the employer shall grant the said COVID Sick Leave and Special Leave requested.</li> </ol>	
<b>Details</b>	
<p>The Union of Northern Workers alleges that the Employer is in violation of the Letter of Understanding concerning COVID-19 Special and Sick Leave provisions. On or around April 1st, 2022 the employer offended the Collective Agreement by imposing a unilateral rule that COVID-19 Sick Leave and Special Leave Codes would no longer be available to bargaining unit employees.</p> <p>The union specifically asserts that other issues may present and it places the Employer on notice that as the union becomes aware of such it shall put the Employer on notice, either through the process of this grievance up to the point of referral to arbitration or through the filing of a further grievance. The union maintains that where those other issues are so determined the union does not regard itself restricted.</p>	