

GRIEVANCE INTAKE FORM

Query Number: _____ **Date:** _____
Name(s): _____ **Unit:** _____
Date Known: _____ **Deadline:** _____ (Clause 20.06)

Relevant Collective Agreement Article(s): _____

STATEMENT OF THE GRIEVANCE:

RELIEF SOUGHT:

This is to formally request the Memorial University of Newfoundland Faculty Association (MUNFA) to act on my behalf through the MUNFA Academic Freedom and Grievance Committee. I recognize that in handling the grievance, the Committee is free to use my name in discussing the case with the MUNFA Executive Committee and when seeking advice.

Grievant's Signature

Date

IMPORTANT INFORMATION FOR GRIEVORS

- MUNFA's core responsibility is to negotiate and defend the MUN-MUNFA Collective Agreement.
- An Individual or Group grievance is normally filed on behalf of an ASM or ASMs by the relevant campus Academic Freedom and Grievance (AF&G) Committee.
- You will be assigned Case Officers from the AF&G Committee. Your Case Officers will support you through the grievance process.
- *As the certified sole bargaining agent for MUNFA members*, the Association has sole carriage of a grievance. This means that MUNFA will control the grievance process and decide on strategy, representation, settlement, and how far to advance the grievance. MUNFA will seek your input at each stage of the grievance process.
- MUNFA is not required to process or advance every grievance, nor is it required to refer a grievance to arbitration. The Association's right to refer a grievance to arbitration is normally reserved for the most serious of cases.
- If your grievance is filed and not resolved at Step 2 of the grievance procedures, the AF&G Committee will review the grievance and may recommend to the MUNFA Executive that the grievance proceed to arbitration (Step 3). Grievances proceeding to arbitration normally require a positive recommendation from the AF&G Committee to the MUNFA Executive Committee. The MUNFA Executive has ultimate authority on whether a case is referred to arbitration.
- If your grievance is referred to arbitration, decisions with respect to the withdrawal, settlement, or other disposition of a grievance rests with the MUNFA Executive, with input from the relevant AF&G Committee. MUNFA officials may consider a number of factors when assessing how far to pursue a grievance that has been referred to arbitration, including but not limited to:
 - the severity or importance alleged breach giving rise to the grievance;
 - the clarity or sufficiency of the evidence;
 - the remedies available through the arbitration process;
 - the potential benefits and impacts of potential arbitration outcomes on the individual member or the bargaining unit as a whole; and
 - impact on the financial position of the Association.
- Your grievance file, including personal information and documents containing personal information, may be disclosed to internal or external legal counsel for the provision of legal advice and services.

By signing this form, I acknowledge that I have read and understand the above.

Grievant's Signature

Date