

## Grievance Intake Form

**Name(s):**

**Academic Unit:**

**Date:**

**Date of Incident:**

**Statement of the Grievance** (please submit any additional information as a separate document):

**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.

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Signature

For internal use only:

Query #:

Deadline (19.06):

Relevant Collective Agreement Articles:

# 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, how far to advance the grievance 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 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.**

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Signature

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Date