



LAYOFF/RECALL GRIEVANCE CHECKLIST

GRIEVOR NAME: _____ LOCAL CONTACT: _____

Please indicate the nature of the grievance:

- Formal notice of individual layoff received orally? written?
- Concerns a reduction in hours, not a layoff
- Concerns multiple layoffs, not just one
- Denial of access to appropriate vacancy
- Bumping rights denied/disagreement on process/timing, etc.
- Improper layoff (wrong person, not enough notice, etc.)
- Improper layoff of seniority rated staff
- Improper notice to Union
- Failure to recall when work available/order of recall improper

Have you included:

- All documentation and individual layoff notices
- Relevant seniority lists
- Details about whether grievor is part-time or full time
- If a reduction of hours, include details about this
- Include any relevant history re hours of work (if part-time)

Employer's stated position:

Union's stated position: