

## **Inquiry form**

It often arises that a member or delegate notifies us of a problem in the workplace and we are required to study the case to determine whether it is advisable to file a grievance. In such cases, much of the information we require to make an informed decision is lacking.

For that reason, we have prepared an “inquiry form.” That document (which can be found in the following pages) serves as the basis for our study of the case. It includes all the information we need. A correctly completed inquiry form avoids our having to make calls and conduct further investigation, which substantially expedites the process.

You should always keep several copies of the form readily available. That way you can complete the form with a member who has come to see you with a problem, or you can provide the member with a copy of the form to complete himself, saving yourself both time and energy. Use it—it makes everyone’s job easier and serves as an essential first step in the process of ensuring a member’s rights are respected.



Support Staff Employee

What is your status? \_\_\_\_\_  
(regular, substitute, temporary)

Do you have tenure? \_\_\_\_\_

Are you undergoing your probation period? \_\_\_\_\_

Number of years of service with the school board: \_\_\_\_\_

Category of employment: \_\_\_\_\_  
(technical, administrative, manual)

Classification: \_\_\_\_\_

**SCHOOL BOARD**

**COMMUNITY / VILLAGE**

Kativik

Cree

\_\_\_\_\_  
\_\_\_\_\_

Who is your union delegate?

\_\_\_\_\_

**SPECIFIC INFORMATION**

What problem are you presently experiencing?

- Work accident
- Criminal charges
- Employment insurance
- Salary insurance / Disability
- Invasion of privacy
- Interruption of employment
- Classification
- Maternity Leave
- Parental leave
- Dismissal / Non-re-engagement  
(attach the decision)
- Consultation
- Contract (attach the contract)

- Request for leave (special leave,  
leave without salary, sabbatical  
leave with differed salary)
- Exceeding of the maximum  
number of students per group
- Defamation
- Discrimination, abuse of power
- Psychological or sexual  
harassment
- Housing
- Occupational disease
- Disciplinary measure (attach the  
summons and the measure)
- Non-recall to work
- Professional improvement

- Isolation and remoteness premium (attach pay slip)
- Recruitment and retention premium (attach pay slip)
- Recognition of years of experience or reclassification
- Reimbursement of transit or moving expenses
- Reprisals for union activities
- Protective reassignment

- Victim of a criminal act
- Workload (attach your schedule)
- Salary (attach the disputed pay slip)
- Legal qualification / probation
- Other: \_\_\_\_\_

Is your union delegate aware of this situation? Explain.

---

---

---

---

Explain the situation in your own words (include dates, the names of the people involved, steps taken up to this point, etc.).

---

---

---

---

---

---

---

---

---

---

Were there any witnesses? Who are they?

---

---

---

---

Do you have any documents (memos, letters, notes, etc.) that could help the union evaluate your situation? What are they? (Include these documents.)

---

---

---

---

What is the employer's version of the events?

---

---

---

---

Add any other information that you feel could help the union evaluate your situation.

---

---

---

---

---

### **IMPORTANT**

- Note that the time limit for filing a grievance is **120 days** from the date of the event. If ever anything serious happens, inform your delegate without delay;
- If you are summoned to a disciplinary meeting, you have the right to be accompanied by your union delegate;
- It is important not to hold back from the union any facts about the event or the situation you are experiencing. Let the union decide what is relevant—this will prevent surprises in arbitration; and
- Send all documents to the union.