*CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 825*

***PORT MOODY CIVIC WORKERS***

***GRIEVANCE FORM***

**Grievance Number:** [Year] - [Grievance # for that year]

Employer: City of Port Moody

Employee: CUPE 825 – [Employee name]

Department: [Department]

Dear [General Manager of the relevant department],

We, the undersigned, claim that the City of Port Moody has violated the [Inside/Outside/Police Services] Collective Agreement ([State all relevant articles here], and all other pertinent articles) and any other applicable legal statutes. [State the details of the situation, for example in a situation involving discipline: “The letter of discipline dated May 8th, 1991, and the suspension therein, impose excessive discipline that is inconsistent with principles of progressive discipline and the nature of the incident that they are intended to correct”]. We ask that [Our suggested resolution for the issue].

Respectfully,

[Your name]

[Your union position], CUPE 825

Dated [The date that the grievance will be sent to the employer]

CC: [Fellow executive member that will be attending the grievance steps], CUPE 825

 Virgelene Rutherford, Manager of Labour Relations, Learning & Wellness, Port Moody

 [First and last name], CUPE National Representative

**SCANNED & SENT VIA EMAIL**