

Collective Agreement Article 10: Grievance Procedure

Step 2

Failing settlement at Step 1, the Chief Steward may file a written grievance with the Manager or nominee. The written grievance signed by the grievor, must contain the nature of the grievance, the remedy sought and the section(s) of the Agreement which are alleged to have been violated. The grievance must be filed in person or electronically with the Manager or Nominee. The grievance meeting will be held within five (5) working days after filing said grievance.

Local 4304 Bylaws

ARTICLE 10 DUTIES OF COMMITTEE CHAIRPERSONS AND STEWARDS

10.2 The Duties of Stewards shall be:

- a) To become familiar with all of the provisions of the Collective Agreement, the National Union Constitutions and Local 4304.
- b) To be completely familiar with the grievance procedure.
- c) To receive complaints and grievances of his/her division and to make every effort to conform to the grievance system to satisfactorily adjust and settle all grievances.
- d) To maintain privacy of members' issues at all times.
- e) To turn over all papers, documents, funds and/or other Local Union property at the conclusion of his/her term to their successor and provide assistance to him/her in all ways possible.
- f) To carry out any other duties the National Constitution, the National Union and /or the Executive Board may prescribe.

ART. 36 of CAW Constitution

Section 8

(a) As well as the duties outlined in this article, Local Union Officers will perform other duties as their bylaws set out or the Local Union may direct.

(b) All Local Union officers must comply with the provisions of this constitution.

(c) All Local Union officers, committees, stewards and other members handling funds or other property of the Local Union must turn over all funds, property and records to their successors.