



Feel the Power

Importance of Knowing Your Contract - Grievances

Tips of the Trade

1. **Follow the exact grievance procedures in your CBA.** If you miss a deadline, you can lose the grievance before you even begin, regardless of the merits.
2. **Ask for extensions if needed.** Does your CBA allow extensions per mutual agreement? If not, has management allowed this in the past?
3. **Be thorough when checking for relevant contract language.** The language you need might be in a section of your CBA you wouldn't expect to check. The CBA Table of Contents, as well as electronic searches, are helpful to find key terms.
4. **Remember that contract language can be read more than one way.**
 - ***What do key terms mean?*** Example: “may,” “reasonable,” “day.” Does “day” mean calendar day, work day, something else? How does the term “day” apply if you have a workplace that is open 24/7 versus Monday-Friday?
 - ***Review bargaining notes for intent.***
 - ***How has the language been interpreted/followed in the past – by the union and management?*** Check precedents.
5. **What types of grievances can you file?** Are group grievances allowed? Union grievances?