



**STEWARDS CHECKLIST  
LAYOFF/RECALL GRIEVANCES**

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**GRIEVOR NAME:** \_\_\_\_\_ **STEWARDS NAME:** \_\_\_\_\_

**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:**

**Any settlement proposed? By whom?**