INFORMUS

PSA
The Union Of Choice

Advice: Lodging a grievance

The PSA recently became the sole Union for employees of the IDC. The PSA observed several grievances as well as an increase in the number of grievances at the IDC. **The PSA offers the following advice to members to facilitate and fast track management of grievances, including the necessary structure to be able to raise members' grievances in a factual manner:**

Lodging a grievance

Prior to lodging a grievance do the following:

- Contact an elected shop stewards to go through the grievances with you.
- Allow the shop steward to advise you on the structure or consult with the Provincial Office for advice.
- Shop stewards are aware of the internal processes and liaise with the Human Capital Section for the relevant grievance form to be completed.
- Make sure you keep a signed copy of the grievance you submitted.
- After the grievance is submitted, prepare evidence and the presentation of evidence with the shop steward who is aware of the grievance, unless he/she referred you to another shop steward or the PSA Provincial Office.
- Obtain advice from the shop steward or the PSA Labour Relations Officer to familiarise yourself with the grievance process.
- The grievance should be raised as speedily as possible and within its point of origin.

Possible forms of grievances

The PSA has noted an increase in the following incidents and encourage members to submit grievances speedily:

- Harassment/victimisation/workplace bullying, which are prohibited by the *Employment Equity Act*;
- Unfair exclusion from promotion processes (Promotional grievances are difficult in nature, but each case will be considered on merit);
- Refusal of leave without reasonable cause;
- Demand for personal or confidential information regarding sick leave; and
- Change of job descriptions without consultation and agreement.

The grievances are not limited to the above. The PSA supplied the above based on experiences of grievances within workplaces in general.

<u>GENERAL MANAGER</u>