



SEIU Healthcare Minnesota Steward Grievance Packet

Stewards: In this packet you will find tools to help you through the initial stages of a grievance—including investigation forms, grievance form and a request for representation. Please fill out a packet for each grievance you are working on and fax it into the SEIU Healthcare Minnesota Member Resource Center, so that the MRC staff has baseline information about a grievance before or as you are working on the issue. This will allow the MRC staff to support your work better and ensure the union has the information that we need to make decisions about each grievance.

Each of our contracts has different timelines, and so that stewards, members and the MRC are on top of them, make sure to review the timelines in your contract for filing grievances and fill out the following outline:

Facility: _____ Bargaining Unit: _____
(Where more than 1 CBA, which one)

Date of Occurrence or Pay Period: _____
(This is the most critical date as it determines the date by which we have to file a written grievance, in most cases)

of Days to File Written Grievance: _____ at Step _____
Calendar or Working

Step 1: _____
(Description)
Date held: _____ Employer Response: _____

Step 2: _____
(Description)
Meeting? _____ With Whom? _____
Date: _____ Response: _____

Days to Next Step: _____

Step 3: _____
(Description)
Meeting? _____ With Whom? _____
Date: _____ Response: _____

Days to Next Step: _____

Step 4: _____
(Description)

Be sure to send all grievances to the MRC. By the 2nd Step, if not before, all cases should be called or faxed into the MRC for assignment. If you have reached a settlement in Step 1 or 2, please forward all paperwork with the settlement agreement to the MRC.

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