

**MANDATE**  
**Air Canada Component of CUPE**



## Grievance Committee

SEPTEMBER 2019

The Grievance Committee shall:

1. Work with the Component President to ensure that the Collective Agreement is upheld and implemented by the employer and that issues affecting the members are addressed.
2. Conduct research and provide history regarding previous interpretations, collective bargaining changes, arbitration awards, settlements, etc. as required by the Component President.
3. Assist in the bargaining process as required by the Component President.
4. Report to the Component President at least once monthly, verbally or in writing, and report to the quarterly ACCEX meetings in writing.
5. Draft membership bulletin information, if required, for submission to the Component President.
6. Respond to member emails as required.
7. Ensure the proper functioning of the Component Committee.
8. Ensure that Committee Members are fully knowledgeable and are carrying out their duties.
9. Act as a resource to Local Union Officers and Central Site.
10. Prepare Mainline and Rouge grievance briefs initiated at level 2 (Suspension Pending Discharge, Termination, Policy) for presentation at Level 2 meetings. Review and prepare briefs (if required) for any denied level 1 grievances for the next step of the grievance process.

11. Assist legal counsel as required on cases moving to mediation/arbitration.
12. Coordinate the establishment of grievance lists to be sent to Level 2, mediation, and arbitration in consultation with the Component President and with the assistance of the Grievance Committee Executive Assistant.
13. Coordinate travel and hotel requirements for grievors for level 2 meetings, mediation, and arbitration with the assistance of the Grievance Committee Executive Assistant.
14. Manage the approved Committee budget in cooperation with the Component Secretary-Treasurer, in accordance with the Component Bylaws.
15. Promote the Union policy of having a minimum of two CUPE representatives whenever meeting with the employer on official union business.
16. Confirm all verbal communications with the Company in writing. All written Committee communications should be copied to the Component President.
17. As Special Assignment is defined as quasi management in the Collective Agreement, any member who is on a Special Assignment shall continue to pay dues and be eligible for voting but must resign from any CUPE position and shall not be eligible for nomination or appointment to any office or Committee in the Union. They shall not be eligible to attend meetings of the Union except with the approval of a majority of the members at such meetings.