

QUESTIONS TO ASK ON GRIEVANCES

RELATED TO WORK PERFORMANCE Supplement to Union Fact Sheet

<i>QUESTION</i>	<i>INFO FROM MEMBER</i>	<i>SUPERVISOR'S RESPONSE</i>
1. Is the standard of work expected reasonable? (is it based on the work of the average worker of the same classification in the same circumstances?)		
2. Are statistic/records kept on work performance?		
3. Was the standard communicated to the employee? (eg. Were they told how many errors are acceptable?)		
4. Was the employee given enough training to meet the standard?		
5. Were the standards uniformly administered?		
6. Were proper instructions given?		
7. Was the employee informed that his/her work was not up to standard? > Verbal warnings (give dates) > Was clear indication given of standard of work expected? > Written warning (give dates) > Was clear indication given of standard of work expected?		
8. Was the employee given a chance to improve his/her work?		
9. Was employee given additional training (re-training) they needed to improve their work performance?		

_____ Job Steward Name	_____ Job Steward Signature
_____ Date	