



## HOW TO WRITE YOUR COMPLAINT

A "**Grievance Complaint**" is union self discipline, the purpose of the Grievance Committee is to aid in the enforcement of the Union Constitution, By-Laws Rules and Regulations. Only Complaints against Class "A" members of Local 13 are heard by our Grievance Committee. Complaints are written and submitted by ILWU members to the Secretary/Treasurer, Business Agents, Dispatchers or at the dues windows, should be ***printed in ink or typed*** and shall have the correct times, date, names, registration numbers, charges or rules violated clearly stated on each page of the complaint. The complaint must also include a detailed statement of facts surrounding the incident. Any complaints that do not have this information will not be processed by the Secretary/Treasurer of the Local. Whether you file a complaint or one is filed against you, know your rights. They can be found in your ***Union Constitution, Article III, Section 8.***

"Section of the Agreement Violated" clearly state all charges or rule violations on these lines (Example: Conduct Unbecoming a Union Member/Chiseling, dispatch rules Page 19 #4, PCLCD Section 17.821.) Only charges listed shall be addressed. A brief description of violations are listed below.

"CHISELING" All infractions of the dispatch rules shall be classed as chiseling.

"CONDUCT UNBECOMING A UNION MEMBER" Including, but not limited to cases where any member delinquent in their dues who continues to work, disrupting a union meeting, function or dispatch, any member accused of threatening another member, shape-up or any type of harassment.

It is solely the responsibility of any member(s) cited to appear in front of the Grievance Committee to bring with them ***their Union book or proof of current paid dues***, any witnesses, letters, time book, doctors letters or documents to clarify all charges and support their defense.

**UNION COMPLAINT, "LRC"** is appropriate when a contractual violation has occurred and or a complaint is being filed against anyone who is not a Class "A" member of Local 13. Example: Casuals, Class "B", other Locals of the ILWU, and the employer. Section 17 of the PCLCD explains the Joint Labor Relation Committee, Administration of Agreement, and Grievance Procedures.

When filling out your complaint be sure to tell:

- 1) What happened.
- 2) Who was involved (names and registration numbers if possible).
- 3) What remedy you are seeking.

Any "time in lieu" complaints have to be filled within 24 hours or the complaint is not valid. The B.A. or Steward on the job must get the company representative to agree or disagree to pay. The PMA must be notified within those 24 hours of that decision. If the company disagrees to pay, you should notify the B.A. to follow through immediately and if there is still disagreement, follow through with a written complaint. To be valid, any "LRC" Complaint must be submitted to PMA within 30 days from the date of the incident.

If there is a question of Health and Safety, the person desiring to invoke that Section of the contract for a employer violation must do so at the time of the incident. The B.A. must be notified immediately if disagreement is reached.

Those that wish to be present when their complaint is adjudicated should so state on a written complaint, be sure the Union has your current phone number and address. To avoid having your complaint dismissed, review it carefully before submitting. It is important to be complete and accurate. Make a copy of your complaint.