

ESTATE POLICE ASSOCIATION OF TRINIDAD & TOBAGO



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Marabella,
Trinidad.

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Grievance Form for National Executive Level Grievances

(To be filled out by the aggrieved)

Name :

Home Address :

.....

.....

Telephone Contact Numbers: (1)(2).....

E-mail Address: (1)

(2)

Regimental Number: Precepted Rank:

Job Title:

Employer/Former Employer:

Pay Period: Wkly F/Ntly Mthly Last basic rate of Pay:

(For Official Use ONLY)

(Tick whichever is appropriate. Check one box per section)

<p>(1) Membership</p> <p>Member <input type="checkbox"/></p> <p style="text-align: center;"><i>or</i></p> <p>Non-member <input type="checkbox"/></p>	<p>(2) Status</p> <p>Financial Member <input type="checkbox"/></p> <p style="text-align: center;"><i>or</i></p> <p>Un-financial Member <input type="checkbox"/></p>
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(3) Document Checklist

- I. Copy of the aggrieved member's payslip
- II. Copy of the aggrieved member's precept
- III. Termination/Suspension letter.....
- IV. Any correspondence related to the issue prior to the matter
being reported to the Executive
- V. Report From Aggrieved (Type Written).....

The Grievance Protocol

- 1) Any aggrieved member may choose to either:
 - i. have an executive member provide representation; or
 - ii. have a lawyer, or some other third party provide representation after receiving written authorization from the Executive to do so and paying the fees associated with such action
- 2) Should the aggrieved choose to have a lawyer or some third party provide him/her with representation:
 - i. the aggrieved shall bear the cost
 - ii. he/she shall keep the Association's General Secretary informed of the matter and provide documents, as the matter is between the Association and the employer/former employer.
- 3) The aggrieved person must keep a 'Personal File' with copies of all documents related to the issue
- 4) No member shall be compelled to agree to any settlement on his/her grievance by any Executive member, or third party authorized by the Executive. The aggrieved member shall voluntarily agree to any settlement.
- 5) Upon the conclusion of the matter, the aggrieved shall immediately pay to the Association all the fees that are due, including the twelve percent (12%) of the total final settlement as mandated in the 'Bye Laws' of the Estate Police Association. Failure to do so will result in court action for recovery of the money owed and action consistent with the 'Bye Laws' of the Estate Police Association, and or deduction from any 'back pay' negotiated with the aggrieved member's employer.

.....
Signature of Aggrieved Member

.....
Date

FOR EXECUTIVE USE ONLY

Date	Measures Taken	Executive Officer giving report	Report Filed?	
			Yes	No