

UNION FACT SHEET

APPENDIX 5

Layoff

What is the grievor's regularly posted classification and pay grade?

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What is the grievor's seniority and length of service?

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What are the names, classifications, and seniority and service of other employees in the work unit?

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What is the location of the grievor's regular place of work?

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What is the disciplinary record of the grievor?

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What has happened to the work previously performed by the grievor?

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When is the layoff effective, and when was the grievor notified?

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Was the Union notified of the layoff, and how many employees are being laid off?

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