

GRIEVANCE FACT SHEET

DO NOT TURN THIS FORM IN TO MANAGEMENT. THIS INFORMATION IS FOR THE UNION'S USE ONLY!

Grievance #: _____ **Date Filed:** _____ **Grievance Handler:** _____

Grievant: _____ **Seniority Date:** _____

Grievant Contact Info: Phone # - _____ Email - _____

Home Address - _____

Department: _____ **Classification:** _____

Shift: _____ **Supervisor(s) Involved:** _____

What happened? Describe incidents which gave rise to the grievance. Use additional sheets if necessary.

Who was involved? Give names and titles, including witnesses.

When did it occur? Give day, time, date(s).

Where did it occur? Specific locations.

Why is this a grievance? What is management violating: contract, rules and regulations, policies, unfair treatment, past practice, law, etc.?

What is the remedy requested? What must management do to correct the problem?

Deadline to File Grievance: _____ **Number of additional sheets:** _____

JUST CAUSE CHECKLIST

Complete this section with discharge and discipline issues.

N/A

Yes No Reset

Yes No Reset

Was fair notice given?

Was the rule reasonable for order?

Did management conduct an investigation?

Was their investigation fair and objective?

Is there substantial evidence?

Is the discipline consistent?

Is the punishment equitable to the issue?

INITIAL MEETING WITH MANAGEMENT

Management Representative(s) Present:

Union Representative(s) Present:

Date, time and location of meeting: _____

What was management's position in your initial meeting on this issue?

DISPOSITION

Give a brief explanation of the disposition of the issue. Was a grievance filed? If a grievance was not filed, include a brief explanation why. Include the date and time you notified the grievant.

TIPS FOR WRITING A GRIEVANCE

- State the grievance concisely. Stick to the protest, charge, and demand statements.
- Don't include the union's argument, the union's evidence, or the union's justification for its position. Management will use that information to better prepare a case against the union.
- List any and all of management's violations of the contract, work rules, policies, etc. that may apply. Include the phrase, "and all other applicable sections that may apply." This allows an opportunity to expand your arguments should additional details become known at a later time.
- Clearly state the desired remedy (that is, exactly what the grievant/the union wants as a solution to the problem); make sure you ask and consider what the grievant wants before writing the remedy.
- When appropriate, conclude the remedy by asking that the grievant be "made whole" and for "any other remedy deemed appropriate."
- Avoid personal remarks. The grievance states the UNION's position, not your opinion or the grievant's opinion. Avoid phrases like "I think" or opinions about management officials.
- Complete the grievance form with the knowledge and assistance of the grievant. Have the grievant sign the grievance form.
- Make a copy of the grievance form before submitting it to management and add it to the grievance file. Make another copy with their signature that they received it, along with the date.
- Keep the grievant up to date on each action. Don't wait for them to come to you.

