



GRIEVANCE FILE CHECKLIST

_____ Grievance #
 _____ Grievance Handler
 _____ Date

Yes No Reset

Did I:

- Complete the Grievance Fact Sheet?
- Establish the facts:
 - *What happened?*
 - *Where did it happen?*
 - *When did it happen?*
 - *Who was involved?*
 - *Why is it a grievance?*
- Interview the employee(s) and have their written statements in the file?
- Interview all witnesses and have their written statements in the file?
- Talk to the immediate supervisor in charge? Are the notes in the file?
- Talk to other supervisors? Are the notes in the file?
- Submit a Request for Information? Did I include the response in the file?
- Include printed copies of the evidence such as files, photos, emails, texts, documents, and also identify where to find the electronic versions?
- Check the facts and not the opinions?
- Are there any precedents, established policies or expected past practices involved?
- Have there been other complaints/grievances written on this practice?
- Is this complaint within time limits?
- Will a time extension be requested?

What written rules apply, such as company policies, agreements, regulations, or laws?

How were any of the above violated?

Do I need any additional information before proceeding? If yes, what?