



# GRIEVANCE FILE CHECKLIST

\_\_\_\_\_ Grievance #  
 \_\_\_\_\_ Grievance Handler  
 \_\_\_\_\_ Date

Yes      No

- 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?

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How were any of the above violated?

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

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