

# WRITING AN EFFECTIVE GRIEVANCE

## Key Phrases Reference Chart

PHRASES TO USE IN THE PROTEST STATEMENT	
<b>On or around...</b>	<i>The union protests management's actions on or around May 28, 20xx.</i>
<b>...and all others affected</b>	<i>The union protests management's denial of personal time to Kenton Jordan, and all others affected.</i>
<b>Jeopardizing health and safety</b>	<i>The union protests against management jeopardizing the health and safety of the members by failing to repair the water leaks in the restroom.</i>
<b>Denied rights regarding...</b>	<i>The union protests management denying of Steve Pilman his rights regarding job bidding by seniority.</i>
<b>Disparate treatment</b>	<i>The union protests against the disparate treatment of the members in Department 9643.</i>
<b>Unjust discipline/termination</b>	<i>The union protests the unjust discipline of Andrea Kowalski.</i>
PHRASES TO USE IN THE CHARGE STATEMENT	
<b>Article &amp; Section... and all other relevant language, laws, practices, or policies that may apply.</b>	<i>The company violated the Attendance clause of the collective bargaining agreement, Article 3, Section 4, and all other relevant language, laws, practices, or policies that may apply.</i>
<b>Violation of contractual rights</b>	<i>We charge management with violating Javier Hamilton's, and all others' affected, contractual rights for shift preference as specified in Article 7, Section 2 of the collective bargaining agreement, and all other relevant language that applies.</i>
<b>Unilateral change &amp; a violation of past practice</b>	<i>The union charges management with unilaterally changing established past practices by discontinuing the use of personal radios in the work area and clean-up time prior to the end of the shift.</i>
PHRASES TO USE IN THE DEMAND STATEMENT	
<b>Make whole</b>	<i>The union demands that Brittney Kent be paid five days of lost wages, and be made whole in every way.</i>
<b>With all rights and benefits</b>	<i>We demand that Denny Frey be immediately reinstated to his position as lead press operator, with all rights and benefits.</i>
<b>Cease and desist</b>	<i>The union demands that management immediately cease and desist from engaging in discriminatory practices while scheduling overtime and shall comply fully with the overtime procedures as set forth in the contract.</i>

