

Sample Grievance Investigation Fact Sheet

Grievance Fact Sheet

(This sheet is not intended to go to management. It is only for our union's investigation of grievances. It should be kept in the union's files.)

Grievant Name _____

Department _____

Job _____

Date of hire _____

Phone _____

WHO (workers) is involved? _____

WHO from management is involved? _____

WHAT happened? (If there was an incident, **WHERE**, **WHEN**, and **WHO** saw it?) _____

WHAT else is important to this case? (Grievant's record, other history of the problem, questions of "just cause", management's position, etc.?)

WHY is this a grievance? (contract violation, past practice, company rules, laws?) _____

WHAT do we want the company to do to make it right? _____

Steward _____

Date _____