

Grievance Fact Sheet

(This does not go to the company. It is only to be used to investigate the grievance. It should be attached to the union's copy of the grievance. Use the back if necessary.)

Grievant Name _____ Phone _____

Department _____ Job _____

WHO is involved? _____

WHO from management is involved? _____

WHAT happened? (If there was an incident, **WHERE** and **WHEN** did it happen, **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?)

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

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

Steward _____ Date _____