

Who was involved? List all employees, supervisor/s and possible witness/s involved:

Employees: _____

Supervisors: _____

Witnesses: _____

When did it happen? (Date & Time – Were any Holiday or Premium days/hours involved?)

Grievance Identification

Why is this a grievance?

. Has the Contract been violated? If so cite the Article and the Section number:

Explain your argument of how this article and section apply to this grievance:

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. Has there been a violation/s of the law, i.e. OLRA, ESA, OHSA, HRC, etc.?

Cite the applicable law: _____

. Has the employer violated a past practice? *Attach any documentation to support your claim.*

Has the employer created an unjust or unfair condition on the employee/s? If so, give a detailed explanation of the unjust or unfair condition:

Initial Meeting With Management

Management Representative/s Present:

Union Representative/s Present;

Date & Time of Meeting: _____

What was management's position in your initial meeting?: _____

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Do The Facts Support A Grievance?

Now is the time to evaluate the facts and determine if you have a legitimate grievance or complaint.

.1) If you were able to establish a violation of the contract, the law, or a past practice in all likelihood you have a legitimate grievance. You should proceed by filing a formal grievance.

.2) If you were unable to establish a violation of the contract, the law, or a past practice but have concluded the employer has created an unjust or unfair condition you may have a grievance. You should evaluate the unjust or unfair condition to determine if it can be addressed in the grievance procedure. Consult with your Chairperson, President of your Local or your International Servicing Representative.

.3) If you were unable to establish a violation of the contract, the law, a past practice, or an unjust or unfair condition you probably do not have a grievance. You should inform the member and maintain this Grievance Fact Sheet for future reference.

Disposition

Give a brief explanation of the disposition of the complaint. Was a grievance filed? If a grievance was not filed include a brief explanation why. Include the date and time you notified the grievant.

Supporting Documents and Attachments

Grievances are won with facts and supporting documents. Be sure to attach copies of your investigation records, witness statements, past grievances, notes from negotiations and other relevant information that supports your case. When in doubt, include all information in the grievance file.

