

Grievance information fact sheet.

For Local Union use **ONLY**

This grievance information form is to be filled out by the grievant **ONLY**.

Who is filing a grievance?

Name: _____

Address _____

Phone number _____

Classification _____

Company hire date _____

Management/Supervision or Group leader/Foreman involved?

Name _____

Department/Area/District _____

Job Title/Classification _____

A grievance is any controversy, complaint, misunderstanding or dispute relating to rates of pay, wages, hours of employment or any other term of this agreement.

Why do you feel this is a grievance?

#1 Has the Collective Bargaining Agreement (CBA) been violated? If so, indicate article.

#2 Has an established company policy or procedure been violated?

#3 Have any safety rules/policies or procedures been violated?

What happened? What took place that caused the filing of this grievance?

Where did the grievance occur? Work area, job site. Were there any witnesses? If so, who?

When did incident that prompted filing of this grievance occur?

Date and time?

Has this situation that you are grieving occurred before? If so, to who/whom and when?

Resolution requested for settlement of grievance? _____

Are you currently under any disciplinary action? Yes_____ No_____

Have received any Job Performance counseling (JPC)? If so, when and by who?

Have you received any verbal warnings? If so, when and by who?

Have you received any written warning? If so, when and by who?

Have you ever received a Decision-Making Leave (DML) day? If so, When and by who?

Have you received any letters of commendation, positive recognition, positive Job Performance counseling for a job/task well done? If so, when and by who?

Please feel free to attach any additional pertinent information to this form.

Grievant(s) signature

For local Union tracking. Is grievance over the following. Please check one or more.

Overtime_____

Upgrade_____

Callout_____

Other_____ if so, what is it?

SHOP STEWARD REPORT

When were you made aware of possible grievance? Date and Time?

When did you meet with appropriate leadership to discuss possible grievance? Date and Time? Who did you meet with? What was response to issue/concern you raised?

If unable to resolve matter, was a grievance filed in the first step? If so, Date, Time and with who?

Shop Steward signature
