**UNITED STAFF UNION GRIEVANCE FACT SHEET**

This form is to be used by the steward to aid in investigating a grievance.

The FACT SHEET outlines the information that will be necessary to develop a strong case. Use additional pages to document all the details.

**DO NOT TURN THIS FORM INTO MANAGEMENT.**

**THIS INFORMATION IS FOR THE UNION'S USE ONLY.**

|  |  |
| --- | --- |
| Grievant: | Department: |
| Job Classification: | Date of Hire: |
| Date of Classification: | Work Location: |

**What Happened?** Also describe incidents which gave rise to the grievance.

**Who was involved?** Give names and titles (include witnesses)

**When did it occur?** Give day, time, date(s)

**Where did it occur?** Specific locations

**Why is this a grievance?** What is management violating: contract, rules and regulations, unfair treatment, existing policy, past practice, local, state, federal laws, etc.

**What adjustment is required?** What must management do to correct the problem?

**Additional comments:**

|  |  |
| --- | --- |
| GRIEVANT'S SIGNATURE | STEWARD |
|  |  |
| DATE: | DATE: |
|  |  |

GRIEVANT'S HOME ADDRESS:

NOTE: A COPY OF THIS FORM TO BE COMPLETED BY STEWARD OR OFFICER FILING GRIEVANCE AND TO BE TURNED IN TO LOCAL GRIEVANCE FILE ALONG WITH COPY OF GRIEVANCE AND DISPOSITION.