



Grievance fact sheet

This is not to be given to the employer. It is for use by the union to investigate the grievance and should be attached to the union copy of the grievance form. Use the back of this sheet, if necessary.

Grievor's name:

Phone:

E-mail:

Department and location:

Job:

WHO is involved?

WHO is the supervisor/manager?

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

WHAT else is important to this case?
(grievor's record, history of the problem, questions of just cause, employer's position)

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

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

Grievor/union _____ **Date** _____

Supporting documents: grievances are won with facts and supporting documents. Be sure to attach copies of your investigation records, past grievances, notes from discussions with management and other relevant information that supports your case.