



GRIEVANCE FACT SHEET: Non-disciplinary

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 numbered pages to document all the details. It will be turned in to the local grievance committee along with a copy of the grievance (if filed) and grievance responses.

If the Steward determines that the grievance has **no merit**, the grievant will be given a copy of the Council 28 Grievance Policy to advise them of their appeal rights and a copy of this form will be given to the local grievance committee.

DO NOT TURN THIS FORM IN TO MANAGEMENT. THIS INFORMATION IS FOR THE UNION'S USE ONLY.

GRIEVANT _____ AGENCY OR HIGHER EDUCATION INSTITUTION _____

CLASSIFICATION _____ SUPERVISOR _____

APPOINTING AUTHORITY _____

WORK LOCATION _____ HOURS OF WORK _____ DAYS OFF _____

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) _____

Deadline to File Grievance: _____

Where did it occur? Specific locations _____

What is management violating? Contract, other: _____

Is a job action or other response appropriate? _____

What specific remedy is required? What must management do to correct the problem? _____

Additional comments. Use additional sheets. Number of additional sheets: _____

Personnel file reviewed: Yes No
Does this Grievance have merit? Yes If Yes: Grv # _____ No (If no, explain why) _____

Status of grievance: Date Filed: _____; Step 1: _____; Step 2: _____; Step 3: _____; Pre-arb? No Yes _____; Arb: _____

Mediation: Yes No _____; **Alternate Dispute Resolution:** Yes No _____; **Grievance Resumption date:** _____

Date Grievance Resolved: _____

GRIEVANT'S SIGNATURE _____ DATE _____

GRIEVANT'S HOME ADDRESS _____

Home Phone: _____ Work Phone: _____ CELL _____

E-Mail: _____

STEWARD NAME AND SIGNATURE _____ DATE _____

STEWARD'S HOME ADDRESS _____

Home Phone: _____ Work Phone: _____ CELL _____

E-Mail: _____