

14.0 GRIEVANCE RECORD AND DATA CHECKLIST

14.1

1. Who has the grievance?

Name: \_\_\_\_\_

Job Class and Title: \_\_\_\_\_

14.2

2. Where did it happen:

Location and Shift \_\_\_\_\_

Other: \_\_\_\_\_

14.3

3. When did it happen:

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

14.4

4. What happened?

Member's story and explanation:

Management position:

Other people involved, including their names, job titles, seniority and additional useful information:

Witnesses and their stories:

Background information such as previous accusations: (use the back sheet if needed)

14.4

5. Why is it a grievance?

Alleged Violation of contract clause(s):

Article \_\_\_\_\_ Section \_\_\_\_\_

14.5

Alleged Violation of laws and/or Department Policy and Procedures:

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Past practice? (describe fully):

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14.7

6. Demand – The relief or adjustment sought by union:

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14.8

7. Supervisor's Answer **Dare** \_\_\_\_\_

**Supervisors Name** \_\_\_\_\_ **Dept.** \_\_\_\_\_

**Check one:**

**Agreed with the union position?** \_\_\_\_\_

**(Describe what he/she did to correct the situation.)**

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**Refused to accept union position?** \_\_\_\_\_

**Grievance dropped?** \_\_\_\_\_