

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:

Past practice? (describe fully):

14.7

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

14.8

7. Supervisor's Answer Date _____

Supervisors Name _____ Dept. _____

Check one:

Agreed with the union position? _____

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

Refused to accept union position? _____

Grievance dropped? _____