



# 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: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Department and Location: \_\_\_\_\_

Job: \_\_\_\_\_

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

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

---

---

---

---

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

---

---

**When did it happen?** 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, Provincial, Federal Laws, Etc.

---

---

---

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

---

---

Additional comments. Use additional page(s) as necessary.

---

---

## Supporting Documents and Attachments

Grievances are won with facts and supporting documents. Be sure to attach copies of your investigation records, witness statements, past grievance, notes from negotiations and other relevant information that supports your case.

## Do The Facts Support A Grievance?

Now is the time to evaluate the facts and determine if you have a legitimate grievance or complaint.

1. If you were able to establish a violation of the contract, the law or a long standing past practice, in all likelihood you have a legitimate grievance. You should proceed by filing a formal grievance.
2. If you were unable to establish a violation of the contract, the law, or a past practice but have concluded the Employer has created an unjust or unfair condition, you *may* have a grievance. You should evaluate the unjust or unfair condition to determine if it can be addressed in the grievance procedure.
3. If you were unable to establish a violation of the contract, the law, a past practice, or an unjust or unfair condition, you probably *do not* have a grievance. You should inform the member and maintain this Grievance Fact Sheet for future reference.