

Union Fact Sheet

For Union Eyes Only



Name of Grievor		Employee #
Seniority Date	Years Service	Classification
Department	Location	Supervisor

MEETING WITH SUPERVISOR			Within 7 days of alleged unjust action
Date	Time	Location	
Union Represented by			Date of unjust Action
Company Represented by			Date initial reply
Outcome of meeting			

STEP 1			Within 14 days
Date	Time	Location	
Union Represented by			Date filed at Step 1
Company Represented by			Date reply at Step 1
Outcome of meeting			RESOLVED?

STEP 2			Within 14 days
Date	Time	Location	
Union Represented by			Date filed at Step 2
Company Represented by			Date reply at Step 2
Outcome of meeting			RESOLVED?

STEP 3			Within 21 days
Date	Time	Location	
Union Represented by			Date filed at Step 3
Company Represented by			Date reply at Step 3
Outcome of meeting			RESOLVED?

ARBITRATION		Date
Notify Company within 10 days of intent to arbitrate		
Notify Company within 10 days for pre-arb meeting		
Make selection for Arbitrator within 60 days (our choice)		

Committeeperson Filing Initial Grievance _____



Attach additional info here

What Contract Clauses are involved?

What do we want?

Contact/Conversation Log

Discipline & Discharge background

Discipline Imposed

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Reason's why?

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History of Grievor

Status of Current Record

Lateness

Absentee

Safety

Oral Warnings

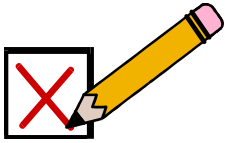
Written Warnings

Demerit Marks

Suspensions

Other

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Checklists

List Union Witnesses if any (attach their statements)

List Company Witnesses if any (attach their statements)

List Previous Grievances of Similar Nature

List of Arb Awards in Support

List of Arb Awards Against

Grievor statement		Union Witnesses		Company Witnesses	
Contract Language		Witness Statement(s)		Contract Language	
Copy of Job Postings		Company Notices		Company Policies	
Description of Work		Work Comparisons		Grievance Letters/Replies	
Investigation Report		Overtime Language		Seniority Lists	
Vacation Lists		Overtime Lists		Time limits	
Past Practice		Union/Management Meetings		Newspaper Articles	
Research Grievances		Research Arbitration		Time Sheets	
Employee Record		Similar Discipline		Time Cards	
Rules of Evidence		Contracting Out Info		Minutes of Meetings	
Prints or Diagrams		Photographs		Weather Reports	
Offers to Settle		Negotiation History		Get the Real Story	