

# OVERVIEW OF GRIEVANCES

## INVESTIGATING A GRIEVANCE

1. Who
2. What
3. When
4. Where
5. Why

## SOURCES OF INFORMATION FOR AN INVESTIGATION:

1. People: the grievant; co-workers; witnesses to the grievance; union stewards and staff who can supply ideas about similar grievances in the past; managers/supervisors
2. Employer records: personnel files (especially if a discipline is involved); absentee records; production/department process records; schedules; policy and procedures
3. Union records: union contract; past grievance files

## PARTS OF A GRIEVANCE

1. Statement of the issue (just facts, no arguments)
2. Violation (what's being violated)
3. Remedy (how we want the problem to be fixed and what the union wants out of the grievance)

## GRIEVANCE WRITING TIPS

1. **Less is more.** The written grievance simply activates the grievance process. So, just write a statement with basic facts; NOT your argument. Use very simple, short, clear sentences so they aren't misinterpreted.
2. **"On or about [date]."** This will keep you from making a technical error due to a possible wrong date.
3. **"Violates the contract, including but not limited to Article \_\_, Section \_\_."** Use this statement so you are not limited – keeps the door open for other articles/sections to be included.
4. **"Make whole."** This is a term used in the remedy section in reference to compensating a party for a loss sustained.
5. **"Disciplined without just cause."** This is a catch all for any disciplinary grievances.
6. **"And all affected."** This term is used when filing a class action grievance, or when we're not sure who else might be impacted."