

# **FILLING OUT A GRIEVANCE FORM**

***(A grievance form is a legal document)***

**Who was involved?** List all details including name, **your home address**, department, bureau, job title, etc. **contact number(s)**, date. (Be precise.) **Who else was present?**

**What happened?** Be detail specific and precise. Name the parties involved.

**When did it happen?** Time, date, location. Do not use generalities.

**Why did event (s) happen?** Stick to facts only. (Not opinions.)

**Were there witnesses?** Put down their names. Get statements for witnesses.

**When possible get pictures.**

**What Article and / or Section of Collective Bargaining Agreement that was violated?**

**Separate gripes from grievances**

**Always ask to have a shop steward present when being interviewed by management.**

**Write everything down.**

**The First Step of every grievance is done before your Business Agent gets it**

**A grievance is a legal document that can end up in a court room like setting. How it is written can impress an Arbitrator, Mediator or a Judge.**