



Union Fact Sheet

**FOR THE UNION ONLY**

To be fill out by the Shop Steward and Attached  
to the Union Copy Only of Grievance

Please Print

**WHO** is involved in the Grievance

Grievor

Name-	_____	Employee #	_____
Department	_____		
Job	_____	Rate	_____
Phone #	_____		
Seniority-	Union Service	Date	_____
	Department Service	Date	_____
	Job Service	Date	_____

Foreman or other Management Involved:

Name-	_____
Department	_____
Job Title	_____

Witnesses or other Persons Involved

Name-	_____
Department	_____
Job	_____
	Phone # _____

  

Name-	_____
Department	_____
Job	_____
	Phone # _____

**What-**      happened? What is the Grievance about? (include all information pertinent to grievance ,if needed attach another statement if not enough room)


**When-**      Did the Grievance occur? (date time grievance began? how often? For how long? Is it with in time limits to proceed with grievance?)


**Where-**      Did the Grievance occur? (exact location-department,machine, aisle,job number,etc; include diagram,sketch or Photo if helpful)


**Why-**      is this a Grievance? (violation of contract? Supplement? Law? past practice? Safety regulations? Rulings or awards? Unjust treatment? Etc.)


**Want-**      GRIEVANCE SETTLED AND REDRESS IN FULL  
(adjustments necessary to completely correct situation; in case of discharge asked for back pay)

--



Company Contends:

---

---

---

---

Company record of Conduct; (Warnings and/or penalties for lateness, quality of work etc.)

Dates                      Reasons

Verbal warnings issued:

Writtin warnings issued:

Penalties imposed:

Any related information:

---

---

---

---

Additional Information

Information Given by Witnesses (print the name of each witness followed by a summary of what each saw and heard; get a signed statement if necessary)

---

---

---

---

---

---

Documentary Evidence (seniority list, wage schedule,work order, Record of similar grievance,etc.)

---

---

Date \_\_\_\_\_

Signature of Steward  
\_\_\_\_\_

Signature of Aggrieved Employee: \_\_\_\_\_