



# GRIEVANCE FACT SHEET

## FOR BILL HICKEY LOCAL 603 ONLY

To be filled out by the Shop Steward and attached to the  
**UNION COPY ONLY** of the grievance

GRIEVANCE No. \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE PRINT**

**WHO** IS INVOLVED IN THE GRIEVANCE

### GRIEVOR

Name: _____	Employee No.: _____
Address: _____	
Work Phone: _____	Home Phone: _____
Department: _____	
Job: _____	Rate: _____
SENIORITY DATES:	Plant Service: _____
	Department Service: _____
	Job Service: _____

### MANAGEMENT INVOLVED

Name: _____	
Department: _____	
Job Title: _____	Phone: _____

### WITNESSES or OTHER PERSONS INVOLVED

Name: _____	
Department: _____	
Job Title: _____	Phone: _____
_____	
Name: _____	
Department: _____	
Job Title: _____	Phone: _____

**WHAT** HAPPENED? WHAT IS THE GRIEVANCE ABOUT?

*Make sure to include all points mentioned on the checklist for each type of grievance.*

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**WHEN** DID THE GRIEVANCE OCCUR?

*Date and time grievance began – how often – for how long.*

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**WHERE** DID THE GRIEVANCE OCCUR?

*Exact location – department, machine, aisle, job number, etc. Include diagram, sketch, photo if helpful.*

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**WHY** IS THIS A GRIEVANCE?

*Violation of: contract, supplement, law, past practice, safety regs, rulings or awards, unjust treatment, etc.*

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**WANT** GRIEVANCE SETTLED AND REDRESS IN FULL.

*Adjustments necessary to completely correct situation – in case of discharge include back pay.*

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# EMPLOYER'S POSITION

Note the content of discussions at each Step.

## STEP 1

Participants: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Shop Steward: \_\_\_\_\_

## STEP 2

Participants: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Shop Steward: \_\_\_\_\_

## STEP 3

Participants: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Shop Steward: \_\_\_\_\_

## STEP 4

Participants: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Shop Steward: \_\_\_\_\_



# GRIEVANCE FACT SHEET CHECKLIST

HAVE THESE POINTS BEEN COVERED AND ENTERED ON THE FACT SHEET?

## Overtime

Grievor's classification  
Shift or work group.  
Date and shift overtime was scheduled.  
Classification scheduled for overtime.  
Name and classification of employee who worked.  
Record of overtime from supervisor's book.  
The actual work performed.  
Articles violated.

## Removed From Posting

Grievor's posted classification.  
Date of last posting.  
Grievor's qualifications.  
Reasons for removal.  
Classification assigned to.  
Name of employees junior and not affected.

## Job Posting

Grievor's classification and seniority.  
Grievor's previous classifications.  
What grievor was temporarily promoted to.  
Date of promotions (if any).  
Pay stubs if possible.  
Grievor's experience in vacancy requested.  
Name and seniority of employee awarded job.  
Number of posting and grievor's application.  
Articles violated.

## Temporary Promotion

Grievor's seniority and classification.  
Grievor's qualification.  
Classification promotion was made.  
Time of promotion.  
Availability of grievor at time of promotion.  
Name of supervisor involved.  
Name of employee promoted.  
Location promotion made.  
Instructions to grievor (if any).  
Exact work performed by grievor.  
Articles violated.

## Job Postings (Improper or Non-Posting)

Classification of vacancy.  
Area vacancy existed.  
Name of employee who held vacancy.  
Name of employee promoted to fill vacancy.  
Article violated.  
Shift at time of posting.

## Demotion

Grievor's classification and seniority.  
Number of employees affected.  
Grievor's qualifications.  
Classification demoted to.  
Names of junior employees holding higher rated jobs (if any).  
Name of employee performing grievor's regular work (if any).  
Articles violated

## Improper Pay (Work Assignment)

Grievor's regular posted classification.  
Grievor's regular work assignment.  
Grievor's assignment on day in question.  
Name of employees who worked in grievor's place (if any).  
Name of employee available (junior to grievor).  
Date of grievor's last posting.  
Safety involved (if any).  
Rate of pay applicable to assignment.  
Exact work performed by grievor and instructions from supervisor.  
Articles violated.

## Statutory Holiday

Same as overtime.  
Seniority of grievor.  
Seniority of employees who did work.

### **Supervision Working**

Name of personnel doing the work.  
Type of work performed.  
Amount of time worked.  
Area where work done.  
Grievor's classification.  
Availability of grievor.

### **Vacations**

Seniority.  
Time requested.  
Time allotted.  
Grievor's qualification.  
Name and classification of junior employees.  
Number of employees in work group.

### **Transfers**

Seniority.  
Department requested.  
Name of new employees.  
Grievor's classifications.  
Employees available to replace grievor.  
Date of grievor's request for transfer.

### **\*\*Discharge and Penalties**

Just cause.  
Complete statement of events leading to discipline.  
Date and times (important to document).  
Supervisor's name  
Name, address, phone and statement of witness (if any).  
Employee's record.  
Print or diagram of area (if applicable).

### **\*\*Additional notes on discharge and discipline cases**

- ~~///~~ Did the steward ask about personal problems or the grievor?
- ~~///~~ Did the steward ask about any previous record, good or bad, long or short?
- ~~///~~ Did the steward probe any extenuating circumstances in this case?
- ~~///~~ Did the steward ask about the personal character of all people involved?
- ~~///~~ Did the steward discuss the consequences of the penalty?
- ~~///~~ Did the steward consider whether or not the "punishment fits the crime"?
- ~~///~~ Did the steward advise the grievor to seek employment while waiting?
- ~~///~~ Was there a security interview and was the Steward present?