

LOCAL #696 FACT FINDING/GRIEVANCE FORM

This form is to be used by the steward to aid in investigating a grievance.

The fact finding sheet outlines the information that will be necessary to develop a valid case.

DO NOT TURN THIS FORM INTO MANAGEMENT. THIS INFORMATION IS FOR THE UNION'S USE ONLY.

GRIEVANT _____ DEPARTMENT _____ PAYROLL _____

CLASSIFICATION _____ DATE OF HIRE _____ PHONE _____

DATE OF CLASSIFICATION _____ WORK LOCATION _____ SUPERVISOR _____

WHAT HAPPENED? *Describe the issues which gave rise to the fact-finding/grievance.*

WHO WAS INVOLVED? *Name and titles (include witnesses)*

WHEN/WHY DID IT OCCUR? *(Give day times and dates)* _____

WHERE DID IT OCCUR? *Specific locations* _____

WHY IS THIS A GRIEVANCE? *What is management violating? Check choices.* Contract
 Existing policy Mayor statement Civil service Unfair treatment Other Vacation
 Sick leave Leave absence Evaluation Working conditions Past practice

How is management's conduct? Disrespectful Unfair Non-caring Willing

WHAT ADJUSTMENT IS REQUIRED? *What must management do to correct the problem?*

FOR ADDITIONAL COMMENTS: PLEASE ATTACH ADDITIONAL SHEETS/NOTES

GRIEVANT SIGNATURE _____ DATE _____
STEWARD _____ DATE _____

NOTE: COPY OF THIS FORM TO BE COMPLETED BY THE STEWARD FILING GRIEVANCE. ALSO, THIS FORM MUST BE TURNED INTO LOCAL WITH OFFICIAL GRIEVANCE FORM IF NECESSARY. SEE ATTACHED FORMS.