



## Grievance Preparation Worksheet for Delegates

Please answer all these questions **before** your present your grievance. Make sure your organizer has a copy.

Delegate's Name \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

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Grievant \_\_\_\_\_ Worksite \_\_\_\_\_ Shift \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Date of *your* first meeting with the grievant \_\_\_\_\_

1. Who is involved in this grievance (name all parties)? \_\_\_\_\_

\_\_\_\_\_

2. What was the incident/issue? \_\_\_\_\_

\_\_\_\_\_

3. When did it occur? \_\_\_\_\_

4. Where did it take place? \_\_\_\_\_

5. What is the grievant's statement of facts? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What is management's position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(over)



7. What records/documents affect this case? \_\_\_\_\_

\_\_\_\_\_

8. Who are the potential witnesses for the grievant? \_\_\_\_\_

\_\_\_\_\_

9. Is there a record of past discipline for this grievant? If so, what is it? \_\_\_\_\_

\_\_\_\_\_

10. Have similar grievances been won or lost at your workplace for this or any worker? If so, what are they?

\_\_\_\_\_

11. Why is this a grievance? \_\_\_\_\_

\_\_\_\_\_

12. Where has the contract been violated? \_\_\_\_\_

\_\_\_\_\_

13. How should this grievance be settled? \_\_\_\_\_

\_\_\_\_\_

14. Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_