



COUNCIL 13

# \_\_\_\_\_

American Federation of State, County and Municipal Employees, AFL-CIO

# GRIEVANCE FACT SHEET

- 1. Grievant's Name \_\_\_\_\_
- 2. Grievant ID # \_\_\_\_\_
- 3. Home Address \_\_\_\_\_
- 4. Home Phone \_\_\_\_\_
- 5. Work Phone \_\_\_\_\_
- 6. Home Email Address \_\_\_\_\_
- 7. Work Hours \_\_\_\_\_
- 8. Job Classification \_\_\_\_\_
- 9. Work Location \_\_\_\_\_
- 10. Date Incident Occurred \_\_\_\_\_
- 11. Date Union was Aware \_\_\_\_\_

12. Issue(s) \_\_\_\_\_

13. Remedy \_\_\_\_\_

14. What supporting evidence exists? \_\_\_\_\_

√ check if copy attached

√ check if written statement supplied

- |   |   |
|---|---|
| 15. Documents: a. _____<br>b. _____<br>c. _____<br>d. _____<br>e. _____ | 16. Witnesses: a. _____<br>b. _____<br>c. _____<br>d. _____<br>e. _____ |
|---|---|

17. Facts (dates, time, seniority, etc.) \_\_\_\_\_

18. Does Management agree with the cited facts? If not, what's in dispute? \_\_\_\_\_

19. Date of First Step Hearing: \_\_\_\_\_

20. Who was present?

UNION

MANAGEMENT

- |          |       |
|----------|-------|
| a. _____ | _____ |
| b. _____ | _____ |
| c. _____ | _____ |
| d. _____ | _____ |
| e. _____ | _____ |

21. Were any settlement offers made? If so, by whom, and content of offer? \_\_\_\_\_

22. Date of Second Step Hearing: \_\_\_\_\_

23. Who was present?

UNION

MANAGEMENT

- |          |       |
|----------|-------|
| a. _____ | _____ |
| b. _____ | _____ |
| c. _____ | _____ |
| d. _____ | _____ |
| e. _____ | _____ |

24. Were any offers of settlement made? If so, by whom, and content of offer? \_\_\_\_\_