

INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS
MISSISSAUGA LODGE
LOCAL 2323



GRIEVANCE FACT SHEET (UNION USE ONLY)

To be filled out by the Steward and attached
to the Union Copy of Grievance No.

Company/
Bargaining Unit.

PLEASE PRINT

WHO IS INVOLVED IN THE GRIEVANCE?

Date:

GRIEVOR

Name:	<input type="text"/>	Telephone #	<input type="text"/>
Department:	<input type="text"/>	Union Card #	<input type="text"/>
Job/Position:	<input type="text"/>	Pay Rate.	<input type="text"/>
SENIORITY:	Plant Service Form (date):	<input type="text"/>	
	Department Service (date):	<input type="text"/>	

Management Personnel Involved

Name:	<input type="text"/>
Job Title:	<input type="text"/>
Department:	<input type="text"/>

Witness Or Other Persons Involved

Name:	<input type="text"/>	Name:	<input type="text"/>
Job/Position:	<input type="text"/>	Job/Position:	<input type="text"/>
Contact Info.	<input type="text"/>	Contact Info.	<input type="text"/>

WHAT HAPPENED? WHAT IS THE GRIEVANCE ABOUT?

(Make sure to include all points mentioned on the checklist for each type of grievance)

WHEN DID THE GRIEVANCE OCCUR?

(Date and time grievance began? How often? For how long? Is it within time limits to proceed?)

WHERE DID THE GRIEVANCE HAPPEN?

(Exact location/department, machine, aisle, job number, etc. Include diagram, sketch, or photo if helpful)

WANT, GRIEVANCE SETTLED & REDRESS IN FULL, RESOLUTION.

(Adjustments necessary to comply correct situation, in case of discharge ask for back pay)

COMPANY CONTENTS:

COMPANY RECORD OF CONDUCT (Warnings and/or penalties for lateness, absenteeism, quality, or quantity of work, etc.)

DATES

REASONS

Verbal Warnings Issued:

Written Warnings Issued:

Disciplinary Imposed:

Any Related Information:

ADDITIONAL INFORMATION

Information given by witness (Print the name of each witness followed by a summary of what each saw heard, get a signed statement if necessary)

Documentation Evidence (Seniority list, wage rate, schedule, work ticket, record of similar grievance etc.)

Date:

Stewards Name / Signature

