

Grievance Investigation Report

1. **GRIEVOR:**

Name of Grievor:

Department

Home/email address:

Telephone No.:

Hiring Date:

Job History:

2. **NAME OF UNION REPRESENTATIVES:**

Steward: _____ Phone/email: _____

Staff Representative: _____ Phone/email: _____

3. **STATEMENT OF GRIEVANCE REPRESENTATIVES:**

Describe incident with details of what happened giving names, dates, places and times:

State what was said by all those involved:

Answer the questions who? what? where? why? when? want?

4. CONTRACT PROVISIONS:

Specify clauses of contract involved: _____

Why is management's action improper? _____

How is the employee being treated unfairly? _____

5. GRIEVOR'S STATEMENT:

Ask the grievor to write full details of the incident on a separate sheet, including dates, times, places and names of persons involved. Suggest to the grievor that he try to put statements in the form of quotes. Make sure that the grievor signs and dates his statement. Ask the grievor for any relevant documents. Ask what it is that is really bothering him/her.

6. EMPLOYEE'S RECORD:

Give details of discipline previously received by employee, including verbal and written warnings, suspensions, etc. Note detail including reasons for discipline, severity of penalty, employee's explanation, dates, etc. Check whether matter was grieved and disposition of grievance.

7. NAME OF WITNESSES:

Name all possible witnesses, pro and con, with telephone numbers.

8. WITNESSES' STATEMENTS:

On a separate sheet for each witness, set out what each witness remembers, pro or con, about the incident. Make sure the sheets are signed and dated by the witness or yourself.

9. **PAST PRACTICES:**

Check the past practices followed by the employees and supervisors prior to the date of the grievance. Note whether these practices have been carried on with the knowledge of the parties and/or have been agreed upon by their representatives.

10. **TREATMENT OF OTHER EMPLOYEES:**

Have other employees been treated differently?

Is there discrimination?

Are documents available which establish discriminatory treatment?

11. **RULES:**

Does management have rules? (If so, get a copy.)

Are they posted?

Have the employees been given notice of them?

Have they been consistently applied?

Are they considered to be reasonable?

If not, why?

If rules are in existence, have they been agreed upon by the parties?

12. **PREVIOUS GRIEVANCES:**

Have there been previous grievances relating to the same matter?

Are there previous awards between the same parties dealing with the same issue?

13. SIDE DOCUMENTS:

Are there letters of intent or supplementary agreements bearing upon the matter?

Are there other relevant documents or correspondence?

14. MANAGEMENT'S POSITION:

What is Management's side of the story?

Attach notes of meetings with management giving dates, persons present statements made and outcome.

15. REMEDIES:

What does the grievor really want? For example:

- ☐ reinstatement
- ☐ back pay
- ☐ no loss of seniority
- ☐ removal of disciplinary action
- ☐ removal from member file of all documents related to incident
- ☐ appointment or promotion
- ☐ payment of wages
- ☐ declaration that employer has violated agreement
- ☐ direction to comply with agreement in the future
- ☐ other – specify