

# WRITING A GRIEVANCE

## Before Writing the Grievance

- Make a list of the facts you have assembled.
- Decide what facts to use.
- Remember an arbitrator will know nothing about your shop except what he is told.
- Check the contract thoroughly for additional violations.
- Make a rough draft first.

## When Writing the Grievance

- Include the five essential parts.
- Be sure the grievance is neat and legible. Print or type if possible.
- Be brief but complete.
- Don't include argument in the WRITTEN grievance.

## After Writing the Grievance

- Check spelling.
- Check for all contract references, name, dates, times, and facts for accuracy.
- Check for contradictory statements.
- Check for excess words and phrases.
- Be sure you can prove all facts you have stated.
- Be sure the settlement requirements are clear and complete.