

The Three Parts of a Grievance

(Example)

1. STATE CLEARLY – the who, what, where, and when of the shift, grievance. Be specific. The phrase, “On or about” give the latitude when there is a question about the date of the violation.

On or about 11/21/01, on second shift, Cary Sanders, clock #34, seniority date 5/9/69, was not offered the vacancy on the union production line on first shift. (Note if data concerning the grievant has been noted in your header, it does not have to be repeated.)

2. The FACTS of the union – why this is a grievance. State which of the six ground for a grievance applies.

...The union contends that the company is in violation of, but not limited to, article ____, para ____, and article ____, para ____.

Note: When you cite a violation add “but not limited to” so that you do not narrow the areas you can argue. Remember besides a contract violation other violations can be imposed.

3. The RELIEF for settlement – must be included or there is no basis for a remedy. State specifically what it is the union is demanding for the grievant or the union. Do not omit retroactivity in cases involving back pay, benefits and seniority. Use the phrase “made whole” and demand that such violations cease

...The union demands that Cary Sanders be given the first shift production job classification and that she be made whole.

Union

Employee

How much to write? A well written grievance need not be a novel or a short story. In three sentences state the situation, the contention, and the request for settlement. Support for the union’s contention can come when the grievance is discussed with the company. If you try to write a complete brief, something might be left out or too much might be put in – and give the company ideas.