

COMMON PHRASES USED IN GRIEVANCE WRITING

Violated the Memorandum of Understanding and/or past practice

Performed a discriminatory action

Discipline (discharge, demote, suspend, transfer, reprimand)

Failed to comply with the laws or regulations

Obstructed due process

Jeopardized health or safety

Created a hostile work environment

Reinstate

Make whole

All rights and benefits

Due consideration

Letter of Counseling

Letter of Reprimand

Due Process

Verbal Criticism

Transfer from site to site

Transfer from supervisor to supervisor

Having multiple supervisors

The rights of the employee to effective and fearless representation

The work area

Violation of contractual rights

Matters affecting the terms and conditions of her/his employment

Without just cause

Arbitrarily

Entitled to

Action Verbs to Use in Grievance Writing:

Abolished	Established	Prevented
Allowed	Failed to	Refused
Authorized	Forced	Required
Changed	Issued	Rescinded
Denied	Neglected	Sanctioned
Directed	Ordered	transferred
Eliminated	Permitted	Refused to Grant

Action Verbs to Use in Remedy Writing:

Allow	Pay	Rescind
Cease and Desist	Permit	Restore
Comply	Provide	Return
Credit	Reimburse	Withdraw
Grant	Reinstate	Make whole
Issue	Remove	