

# Grievance Fact Sheet

*(This does not go to the agency. It is only to be used by the union. Use back if necessary.)*

Grievant Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Job \_\_\_\_\_

What discipline was given? \_\_\_\_\_ Date of discipline \_\_\_\_\_

1. Did grievant do what he or she was disciplined for?    \_\_\_ Yes    \_\_\_ No    \_\_\_ Unclear

2. Why was the grievant disciplined? What happened? Was there an incident, are there witnesses, who are they and what do they say?

## IF THE GRIEVANT DID IT:

3. Are all workers disciplined for breaking this rule, or is there favoritism?

4. Did the worker know about the rule, know the penalty? Is it a new rule or an old rule that was never enforced?

5. Is the rule reasonable for workers to follow? Is it related to safe and efficient operations? Have other workers had problems following this rule?

6. Does the punishment fit the seriousness of the offense and the worker's history?

7. Did the agency follow their own rules for discipline, giving the worker a chance to improve? Did the agency investigate before issuing discipline? Did they question the employee unfairly? Did they discipline the worker reasonably quickly? Did they give one kind of discipline, then change it?

8. Did the agency violate the FMLA (for serious illness of the worker or family)?

9. Do we need copies of agency records to see if other workers have been disciplined for breaking this rule? Are there other records that might help?

Steward \_\_\_\_\_ Date \_\_\_\_\_