

Steward Information Sheet Pre-Grievance and Grievance

Date issue was brought to your attention: _____

Description of member's concerns: _____

Members Name: _____ Phone _____

Address: _____ Workshift: _____

Pre-Grievance form filled out by member? Yes _____ No _____

Date and Time of first meeting with Company: _____

Attendees: _____

Summary of meeting: _____

Notification of meeting and results with member? Yes _____ No _____

Notification of meeting to Business Representative: Date _____ Time _____

Date and Time of second meeting with Company: _____

Attendees: _____

Summary of meeting: _____

Grievance filed? Yes _____ No _____, if yes, Date _____

With whom was grievance filed? _____

Copies given to whom? _____

Copy attached? Pre-grievance form? Yes _____ No _____, grievance? Yes _____ No _____

Supporting documents? Yes _____ No _____

Potential witnesses: _____ Phone _____

_____ Phone _____

_____ Phone _____

Grievance resolved? Yes _____ No _____, if yes, how? _____

Member notified? Date and Time _____

Unresolved grievance moving to arbitration? Yes _____, No _____

Date of pending arbitration: _____

Arbitration award: _____

File closed: Date: _____

Business Agent: _____

Shop Steward: _____

Notes: _____
