

Steward Information Sheet ~ Pre-Grievance and Grievance

Date issue was brought to your attention: _____

Description of member's concerns: _____

Members Name: _____ Phone: _____

Address: _____ Work Shift: _____

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 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 _____

_____ 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 on date: _____

Business Agent _____ Shop Steward _____

Notes: _____
