

STEWARD'S GRIEVANCE INTERVIEW SHEET

DATE FILED: _____

GRIEVANT'S NAME: _____

Who is involved? (Record names of employees, and managers directly involved, as well as witnesses and those with direct knowledge of the issue.)

Name

Contact info

When did the event happen? (Date, time) _____

Where did it happen? (Exact location; such as office, conference room, cafeteria, etc.)

What happened? (Be as specific as possible; double-check all facts and details yourself)

Why is this a grievance? (Cite specific contract article/section, law/regulation, or specific past practice that was violated; explain how it was violated)

What remedy is sought? (What will resolve the grievance? A correction or change? Back pay?)
