GRIEVANCE INVESTIGATION SHEET

This sheet is to be used by the MNA Floor Representative to aid in investigating a grievance. The investigation sheet will help the Floor Representative gather the facts of the case and build arguments to effectively represent the grievant and develop a strong case. This sheet is for internal purposes only and should not be given to management – only the formal Grievance Form should be submitted. This should be kept in the grievance file as a reference document.

Grievant________________________  Department/Unit/Floor__________________________

Classification________________________ Date of Hire__________________________

Work Location___________ Shift______ Status: Part-time, Full-time, Per Diem

What happened? Describe the incident/event that gave rise to the potential grievance.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Who was involved? List the names and titles of those involved plus witnesses. ________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When did this occur? Day, time and date(s). ________________________________

Where did this occur? Specific locations. ___________________________________

Why is this a grievance? What is management violating: contract; rules/regulations; unfair treatment; existing policy; past practice; local, state or Federal laws, etc.

________________________________________________________________________
________________________________________________________________________
**How can the issue be remedied?** What must management do to correct the problem?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Additional comments.** Use additional paper if necessary. __________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Information that is being requested from the employer:** ______________________
________________________________________________________________________
________________________________________________________________________

Date that the information request was sent: ________________________________

Date specified for management’s response to information request: _____________

**Grievant’s contact information:** Phone (cell) ____________ Home__________

Email address: ________________  Work and extension ________________

Home address: ____________________________

**Floor Representative** ____________________________

**Date of Initial Investigation** ________________________________