



# Paper, Allied-Industrial, Chemical & Energy Workers International Union

## GRIEVANCE INVESTIGATION FORM

FOR THE UNION ONLY



GRIEVANT NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

WAGE RATE \_\_\_\_\_

EMPLOYEE NO. \_\_\_\_\_

SHIFT \_\_\_\_\_

SECTION \_\_\_\_\_

LOCATION \_\_\_\_\_

SENIORITY DATE \_\_\_\_\_

**WHO IS INVOLVED?** (Witnesses, management personnel, grievant)

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**WHAT HAPPENED?** What is the grievance about? Facts behind different viewpoints.

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**WHEN DID THE GRIEVANCE OCCUR?**

(Date and time grievance began? How often? For how long? Is it within time limits to proceed with a grievance?)

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**WHERE DID THE GRIEVANCE OCCUR?**

(Exact location — department, machine, aisle, job number, etc.; include diagram, sketch or photo if helpful)

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**WHAT ARE THE DEMANDS FOR SETTLEMENT?**

(Adjustments necessary to completely correct the situation; in case of discharge ask for back pay)

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**WHY IS THIS A GRIEVANCE?**

(Violation of contract? memorandum? law? past practice? safety regulations? rulings or awards? unjust treatment, etc.)

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(OVER)

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## COMPANY CONTENDS

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## COMPANY RECORD OF CONDUCT

WARNINGS AND/OR PENALTIES FOR LATENESS, ABSENTEEISM, QUANTITY OR QUALITY OF WORK, ETC.

	DATES	REASONS
VERBAL WARNINGS ISSUED:	_____	_____
WRITTEN WARNINGS ISSUED:	_____	_____
PENALTIES IMPOSED:	_____	_____

## TESTS FOR JUST CAUSE

WHAT IS THE WORK RULE INVOLVED? \_\_\_\_\_

DO WE ACCEPT THE RULE? \_\_\_\_\_

IS THE EMPLOYEE AWARE OF THE RULE? \_\_\_\_\_

DID MANAGEMENT FAIRLY INVESTIGATE BEFORE TAKING ACTION? \_\_\_\_\_

HAS MANAGEMENT EVENLY AND FAIRLY ENFORCED THE RULE IN QUESTION? \_\_\_\_\_

\_\_\_\_\_

HAS THE WORKER'S RECORD BEEN TAKEN INTO CONSIDERATION? \_\_\_\_\_

\_\_\_\_\_

DOES MANAGEMENT HAVE SUBSTANTIAL EVIDENCE OF GUILT? \_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL INFORMATION

INFORMATION GIVEN BY WITNESSES  
(PRINT THE NAME OF EACH WITNESS FOLLOWED BY A SUMMARY OF WHAT EACH SAW AND HEARD;  
GET A SIGNED STATEMENT IF NECESSARY). USE ADDITIONAL PAPER.

ATTACH DOCUMENTARY EVIDENCE  
(SENIORITY LIST, WAGE SCHEDULE, WORK TICKET, RECORD OF SIMILAR GRIEVANCE, ETC.)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STEWARD OR COMMITTEE PERSON

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE