

WRITING A GRIEVANCE

Before Writing the Grievance

- Make a list of the facts you have assembled.
- Decide what facts to use.
- Remember an arbitrator will know nothing about your shop except what s/he is told.
- Check all six grounds for a grievance (contract, laws, past practice, company rules/policy, management rights, and the seven principles for just cause) thoroughly.
- Make a rough draft first.
- Check your time limits

When Writing the Grievance

- Include the 5w's and the remedy.
- Be sure the grievance is neat, legible, and grammatically correct. Print or type if possible.
- Be brief but complete.
- Don't include argument in the WRITTEN grievance.

After Writing the Grievance

- Check spelling.
- Check for all violation references, name, dates, times, and facts for accuracy.
- Check for contradictory statements.
- Check for excess words and phrases.
- Be sure you can prove all facts you have stated.
- Be sure the settlement, the remedy, and requirements are clear and complete.