

DATE _____

COPE LOCAL 378

UNION FACT SHEET

FOR THE UNION ONLY

To be filled out by the Steward and attached to the
UNION COPY of Grievance Form Only

**Management should never be given access to fact sheets or your records of meetings with them.
Please Print**

WHO is involved in the grievance?

GRIEVOR

Name: _____	
Department: _____	
Job and Class: _____	Rate: _____
Seniority: -	Date last started with Company _____
	Date started in current department _____
	Date started current job: _____
	S.I.N. _____

SUPERVISOR or other manager involved

Name: _____
Department: _____
Job Title: _____

WITNESS or other persons involved

Name: _____
Department: _____
Job: _____
Phone Number: _____

Name: _____
Department: _____
Job: _____
Phone Number: _____

WHAT happened? What is the grievance about? (make sure you include all points mentioned on the checklist for each type of grievance. (For Discipline, Job Selection or Work Performance – see supplementary Form)

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?)

WHERE did the grievance occur? (exact location – department, machine, aisle, job number, etc.; include diagram, sketch or photo if helpful)

WHY is this a grievance? (violation of contract, supplement? Law? Past practice? Safety regulations? Rulings or awards? Unjust treatment? Etc.)

WANT the grievance settled and redress in full? (adjustments necessary to completely correct situation; in case of discharge ask for back pay)

COMPANY CONTENDS: _____

Company record of Conduct (Warnings and/or penalties for lateness, absenteeism, quantity or quality of work, etc.)

Verbal warnings issued: _____

Written warnings issued: _____

Penalties imposed: _____

Any related information: _____

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)

Documentary Evidence (Seniority List, Wage Schedule, Record of similar grievance, etc.)

Job Steward Name

Job Steward Signature

Date

Grievor's Name

Grievor's Signature

Date

CHECKLIST

FOR GRIEVANCE INVESTIGATION

HAVE THESE POINTS BEEN COVERED AND ENTERED ON THE FACT SHEET?

<p>**Discharge and Penalties</p> <ol style="list-style-type: none"> 1. Just cause. 2. Complete statement of events leading to discipline. 3. Date and times (important to document) 4. Supervisor's name. 5. Name, address, phone and statement of witness (if any). 6. Employee's record. 7. Print or diagram of area (if applicable). 	<p>Improper Pay (Work Assignment)</p> <ol style="list-style-type: none"> 1. Grievor's regular posted classification. 2. Grievor's regular work assignment. 3. Grievor's assignment on day in question. 4. Name of employees who worked in grievor's place (if any). 5. Name of employee available (junior to grievor). 6. Date of grievor's last posting. 7. Safety involved (if any). 8. Rate of pay applicable to assignment. 9. Exact work performed by grievor and instructions from supervisor. 10. Articles violated. 	<p>Overtime</p> <ol style="list-style-type: none"> 1. Grievor's classification 2. Shift or work group. 3. Date and shift overtime was scheduled. 4. Classification scheduled for overtime. 5. Name and classification of employee who worked. 6. Record of overtime from supervisor's book. 7. The actual work that was performed. 8. Articles violated.
<p>Job Posting</p> <ol style="list-style-type: none"> 1. Grievor's classification and seniority. 2. Grievor's previous classifications. 3. Grievor's experience in vacancy requested. 4. Name and seniority of employee awarded job. 5. Articles violated. 		<p>Statutory Holiday</p> <ol style="list-style-type: none"> 1. Same as overtime. 2. Seniority of grievor. 3. Seniority of employees who did work.
<p>Job Postings (Improper or Non-Posting)</p> <ol style="list-style-type: none"> 1. Classification of vacancy 2. Area vacancy existed 3. Name of employee who held vacancy 4. Name of employee promoted to fill vacancy. 5. Article violated. 6. Shift at time of posting. 		<p>Vacations</p> <ol style="list-style-type: none"> 1. Seniority 2. Time requested 3. Time allotted 4. Grievor's qualification 5. Name and classification of junior employees. 6. Number of employees in work group.
<p>Removed from Posting</p> <ol style="list-style-type: none"> 1. Grievor's posted classification 2. Date of last posting 3. Grievor's qualifications 4. Reasons from removal 		<p>Supervision Working</p> <ol style="list-style-type: none"> 1. Name of personnel doing the work. 2. Type of work performed. 3. Amount of time worked. 4. Area where work done. 5. Grievor's classification. 6. Availability of grievor.
<p>** Notes:</p> <p>If this is a Discharge or Discipline Case: -</p> <ul style="list-style-type: none"> ➤ Did the steward ask about personal problems of the grievor? ➤ Did the steward ask about previous record, good or bad, long or short? ➤ Did the steward probe any extenuating circumstances in this case? ➤ Did the steward ask about the personal character of all people involved? ➤ Did the steward discuss the consequences of the penalty? ➤ Did the steward consider whether or not the "punishment fits the crime"? ➤ Did the steward advise the grievor to seek employment while waiting? 		<p>Transfers</p> <ol style="list-style-type: none"> 1. Seniority 2. Department requested 3. Name of new employees 4. Grievor's classifications 5. Employees available to replace grievor 6. Date of grievor's request for transfer.

