

HOW TO WRITE A GRIEVANCE

If you wish to get all the pertinent facts into a written grievance, the easiest memory aid is the use of the six W's:

- **WHO:** is involved in the grievance?
- **WHEN:** did the grievance occur? (Give the DATE.)
- **WHERE:** did the grievance occur?
- **WHY:** is this a grievance? What has been violated?
- **WHAT:** occurred?
- **(WHAT) REMEDY:** are your demands? What adjustments are necessary to completely correct the violation?

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Example:

STATEMENT OF GRIEVANCE:

George Griswell, Delivery Van Driver was given a two day suspension for inappropriate behavior in the workplace January 3, 2006.

CONTRACT VIOLATIONS:

The Agreement between AFSCME, Council 5 and the Employer

REMEDY SOUGHT:

Reinstate pay for George and remove all discipline from file. In all ways, make whole.

(Proper remedy is probably the most difficult part of the grievance to arrive at. Consult with other Union officials if you are at all unsure on the remedy)

Save your arguments, proof and documentation for when you present the case. Don't argue your case on the Official Grievance Form that you submit to management. Note: the following example contains the 6 W's.