The Right to Information to Represent Members

A Checklist for Getting the Facts to Help Prepare for a Grievance

❑ Worker’s name, location, shift, job title, wage rate, seniority, contact information, including email address and cell phone.

❑ Names and contact information of any other workers involved or potential witnesses and their relationship to the worker.

❑ Name and contact information of immediate supervisor and other management staff involved.

❑ Explanation of circumstances from the worker including: What happened (or failed to happen)? When did it happen? What did management say?

❑ Contract and the sections that apply to this situation. Possibly other contracts if they work in a multi-union workplace.

❑ Policies and procedures that apply.

❑ Look up any laws that might apply or help.

❑ Work record, past disciplinary actions or warnings.

❑ Check with other stewards to see if issue has come up before. Look at past grievances or past practice.

❑ Inspect any equipment or material involved.

❑ Walk through location of where event took place, if relevant.

❑ Copies of any documents involved, such as time sheets, attendance records, emails, witness statements, patient or client complaints, management notes or any other supporting documents.

*opeiu  
afl-cio*