

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.