

***United Public Service Employees Union***  
**UNION RECORD OF GRIEVANCE FACT**

This form is to be used by UPSEU Unit Officers and Stewards to aid in investigating a grievance. The FACT SHEET outlines the information that will be necessary to develop a strong case. Use additional pages to document all details.

**DO NOT TURN THIS FORM INTO MANAGEMENT. THIS INFORMATION IS FOR THE UNION'S USE ONLY.**

**Grievant:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Classification:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Date of Classification:** \_\_\_\_\_ **Work Location:** \_\_\_\_\_

**What Happened?** Describe incident(s) which gave rise to the grievance.

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**Who was involved?** Give names and titles (include witnesses)

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**When did it occur?** Give day, time date(s) \_\_\_\_\_

**Where did it occur?** Specific locations \_\_\_\_\_

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**Why is this a grievance?** What is being violated: contract, rules and regulations, unfair treatment, existing policy, past practice, local, state, federal laws, etc.

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**What is the remedy sought?** What must be done to correct the problem?

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**Additional comments:** (Use reverse side if needed) \_\_\_\_\_

**Grievant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Steward:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grievant's Home Address:** \_\_\_\_\_

**NOTE:** A COPY OF THIS FORM TO BE COMPLETED BY STEWARD OR UNIT OFFICER FILING GRIEVANCE SEND THE UNION GRIEVANCE FILE ALONG WITH A COPY OF THE GRIEVANCE (AND MANAGEMENT'S RESPONSE)