UNITED STEELWORKERS
LOCAL 1-405 KOOTENAYS

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UNION FACT SHEET

FOR UNION USE ONLY

To be filled out by the Steward and attached to the **UNION COPY ONLY** of Grievance No._____

PLEASE PRINT

WHO IS INVOLVED IN THE GRIEVANCE?

GRIEVOR

Name:.....
Department:.....
Job and Class:.....Rate:.....
SENIORITY - Plant Service from (date).....
Department Service from (date).....
Job Service from (date).....

FOREMAN OR OTHER MANAGEMENT INVOLVED:

Name:.....
Department:.....
Job Title:.....

WITNESSES or OTHER PERSONS INVOLVED:

Name:.....
Department:.....
Job and Class:.....
.....
Name:.....
Department:.....
Job and Class:.....
.....

WHAT HAPPENED? WHAT IS THE GRIEVANCE ABOUT? (make sure to include all points mentioned on the checklist for each time of grievance.)

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 GRIEVANCE SETTLED and REDRESS IN FULL (adjustments necessary to completely correct situation: In case of discharge ask for back pay.)

COMPANY CONTENDS.....
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.....
.....

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

Dates Reasons

Verbal warnings issued:.....
Written warnings issued:.....
Penalties imposed:.....
Any related information:.....
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ADDITIONAL INFORMATION

Information Given By Witness's (print the name of each witness followed by a summary of what each saw and heard: get a signed statement if necessary).

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

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Signature of Steward
Date.....or Committee person.....

Signature of Aggrieved Employee.....

CHECKLIST

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

Discharge and Penalties
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).

Job Posting
1. Grievor's classification and seniority.
2. Grievor's previous classifications.
3. What grievor was temporarily promoted to.
4. Date of promotions (if any).
5. Pay stubs if possible.
6. Grievor's experience in vacancy requested.
7. Name and seniority of employee awarded job.
8. Number of posting and grievor's application.
9. Articles violated.

Job Postings (Improper or Non-Posting)
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.

Removed From Posting
1. Grievor's posted classification.
2. Date of last posting.
3. Grievor's qualifications.
4. Reasons for removal.
5. Classification assigned to.
6. Name of employees junior and not affected.

Temporary Promotion
1. Grievor's seniority and classification.
2. Grievor's qualification.
3. Classification promotion was made.
4. Time of promotion.
5. Availability of grievor at time of promotion.
6. Name of supervisor involved.
7. Name of employee promoted.
8. Location promotion made.
9. Instructions to grievor (if any).
10. Exact work performed by grievor.
11. Articles involved.

Improper Pay (Work Assignment)
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.

Demotion
1. Grievor's classification and seniority.
2. Number of employees affected.
3. Grievor's qualifications.
4. Classification demoted to.
5. Names of junior employees holding higher rated jobs (if any).
6. Name of employee performing grievor's regular work (if any).
7. Articles violated.

Overtime
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.

Statutory Holiday
1. Same as overtime.
2. Seniority of grievor.
3. Seniority of employees who did work.

Vacations
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.

Supervision Working
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.

Transfers
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.

**Note:
If this is a Discharge or Discipline Case:
- Did the Steward ask about personal problems of the grievor?
- Did the Steward ask about any 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?