



# IBPO

## STANDARD GRIEVANCE FACT SHEET

This form is to be used by the steward 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 the details.

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

TODAY'S DATE: \_\_\_\_\_ LOCAL #: \_\_\_\_\_

GRIEVANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACT ARTICLE VIOLATED: \_\_\_\_\_

**What Happened?** Also describe incidents that gave rise to the grievance.

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

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

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

\_\_\_\_\_  
**How did management violate the contract, existing policy, past practice, etc?.**

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**What resolution is desired?** What must management do to correct the problem?

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**Additional comments.** Use reverse side if needed \_\_\_\_\_

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GRIEVANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STEWARD/UNION REP SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_