

## STEWARD GRIEVANCE CHECKLIST

Name: \_\_\_\_\_

- 1. **Factsheet** (available on UHEW's website - Member Representation)
  - interview grievor
  - interview witness
  - 6 W's:
    - who** is involved?
    - what** happened that caused the violation?
    - where** did the incident occur?
    - when** did the incident occur?
    - why** is this considered a grievance? Has there been violation?
    - want** corrective action
- 2. **Story**
  - Have grievor write in his/her own words details of story
- 3. **Time Limits**
  - Check time limits for each level
- 4. **Grievance Form**
  - legible
  - all tombstone data
  - Section 1B**
    - clean, concise
    - facts, not arguments
  - Section 1C**
    - specific
    - ask for everything to put grievor back into same position prior to incident plus "full redress as may be granted"
    - Have grievor sign
  - Section 2**
    - Fill out completely
    - Sign on behalf of Local (Steward)
- 5.
  - Deliver to grievor's immediate supervisor for signature and date
  - Get copies
- 6. Send copies of factsheet and all pertinent documents immediately to UHEW national office (see header)

**REMEMBER, COMPLETE EVERY SECTION OF YOUR STEWARD FACTSHEET.  
IT REALLY DOES HELP !!**

### For further reference:

- Stewards Handbook
- Local Officers
- Regional Vice-President
- National Office

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