

# GRIEVANCE INVESTIGATION SHEET

This sheet is to be used by the MNA Floor Representative to aid in investigating a grievance. The investigation sheet will help the Floor Representative gather the facts of the case and build arguments to effectively represent the grievant and develop a strong case. This sheet is for internal purposes only and should not be given to management – only the formal **Grievance Form** should be submitted. This should be kept in the grievance file as a reference document.

**Grievant** \_\_\_\_\_ **Department/Unit/Floor** \_\_\_\_\_

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

**Work Location** \_\_\_\_\_ **Shift** \_\_\_\_\_ **Status: Part-time, Full-time, Per Diem**

**What happened?** Describe the incident/event that gave rise to the potential grievance.

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**Who was involved?** List the names and titles of those involved plus witnesses. \_\_\_\_\_

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**When did this occur?** Day, time and date(s). \_\_\_\_\_

**Where did this occur?** Specific locations. \_\_\_\_\_

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**Why is this a grievance?** What is management violating: contract; rules/regulations; unfair treatment; existing policy; past practice; local, state or Federal laws, etc.

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**How can the issue be remedied? What must management do to correct the problem?**

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**Additional comments.** Use additional paper if necessary. \_\_\_\_\_

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**Information that is being requested from the employer:** \_\_\_\_\_

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Date that the information request was sent: \_\_\_\_\_

Date specified for management's response to information request: \_\_\_\_\_

**Grievant's contact information:** Phone (cell) \_\_\_\_\_ Home \_\_\_\_\_

Email address: \_\_\_\_\_ Work and extension \_\_\_\_\_

Home address: \_\_\_\_\_

**Floor Representative** \_\_\_\_\_

**Date of Initial Investigation** \_\_\_\_\_