

**UNION'S INFORMAL GRIEVANCE WORKSHEET
FOR PANEL**

MEETING DATE: _____

1 Grievant

Name: _____ Job Title: _____
NCS: _____ Work Address: _____
Contact #: _____

2 Union Rep who presented informal grievance:

Name: _____ Contact #: _____
Title: _____

Other Union Representatives in attendance of the informal grievance meeting:

Name: _____ Contact #: _____
Name: _____ Contact #: _____

3 Management person who heard grievance:

Name: _____ Contact #: _____

Other Management Personnel in attendance:

Name: _____ Contact #: _____
Name: _____ Contact #: _____

4 Witness(es) to the grievance condition:

Name: _____
Name: _____

5 Union's statement of what happened: (Chronology or statement of facts with dates applicable.)

6 Company's statement of what happened:

7 Article of contract involved and specific basis of grievance:

Article(s) _____
Basis of grievance:

8 Union's proposed settlement at informal grievance meeting:

9 Company's proposed settlement at informal step grievance meeting: