

## GRIEVANCE GUIDE

Local: **3106**

Location: **Jacksonville, FL**

Grievant (s) or Work Group:

Grievant's Home Address:

Date Grievance Occurred:

Date Grievance Filed:

Date Grievance Appealed to Executive Level:

### I.

#### ISSUE OR CONDITION INVOLVED

### II.

#### ACTION TAKEN

### III.

#### CHRONOLOGY OF FACTS PERTAINING TO GRIEVANCE

*List by dates any and all incidents, conditions, etc., that are relevant to the Grievance.*

### IV.

#### ANALYSIS OF GRIEVANCE

*Analyze and reflect in narrative form both negative and positive conclusion.*

*Factors that should be considered in making analysis:*

- 1. Whether or not the factual situation is clear and unambiguous?*
- 2. Were time limits adhered to?*
- 3. Past Practice.*
- 4. Was the company's action contractually correct?*
- 5. Was "face-saving" a factor for either the Union or company?*

6. *Can this issue be arbitrated?*
7. *Was the position taken by the Union reasonable?*
8. *Attach any records and statements pertinent to issue.*

V.  
CURRENT STATUS OF GRIEVANT OR CONDITION THAT CAUSED THE  
GRIEVANCE

*Relate any subsequent facts that should be considered, such as changes in the method of procedure, current performance, etc.*

VI.  
UNION POSITION

1. *Summarize the Union's argument, demand and contention.*
2. *Indicate any and all settlement proposals.*
3. *Accentuate strong and weak points in the Union's position.*

VII.  
COMPANY POSITION

1. *Summarize the Company's position.*
2. *Accentuate strong and weak points in the Company's position.*

VIII.  
POTENTIAL WITNESSES

*List names of all Company and Union witnesses and predict their effectiveness, if needed to testify. This prediction should be based on your personal knowledge of the people involved or by verification through reliable sources.*

IX.  
RECOMMENDATION

*Make recommendation and state the reason why the Union's position should or should not be upheld.*