

GRIEVANCE FACT SHEET TEMPLATE



GRIEVANT INFORMATION

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| GRIEVANT NAME | |
| HOME ADDRESS | |
| DEPARTMENT | |
| CLASSIFICATION | |
| DATE OF HIRE | |
| DATE OF CLASSIFICATION | |
| WORK LOCATION | |

DETAILS OF EVENT LEADING TO GRIEVANCE

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| WHO WAS INVOLVED? Provide Names and Titles; Include Witnesses | |
| WHEN DID IT OCCUR? Date and Time | |
| WHERE DID IT OCCUR? Specific Locations | |
| WHAT HAPPENED? Describe the event in detail. Also describe any incidents giving rise to the grievance. | |
| WHY IS THIS A GRIEVANCE? List all policies, procedures, and guidelines violated in the event described. | |
| WHAT ADJUSTMENT IS REQUIRED? Describe what must be done to correct the situation / problem. | |
| ADDITIONAL COMMENTS Attach sheets, if needed | |

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