



# UE Grievance Action Sheet

Grievance Investigation and Informal Settlement Record

DEPARTMENT: \_\_\_\_\_  
Grievant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Type:  Discipline  
 Language

Investigation (describe the problem): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Violation of (contract, law, past practice, management rules, fair treatment — be specific):  
\_\_\_\_\_  
\_\_\_\_\_

Similar Cases: Date(s) \_\_\_\_\_ Grievance #'s \_\_\_\_\_

Witnesses:	_____	reach at: _____	<input type="checkbox"/> Y <input type="checkbox"/> N
	_____	reach at: _____	<input type="checkbox"/> Y <input type="checkbox"/> N
	_____	reach at: _____	<input type="checkbox"/> Y <input type="checkbox"/> N
	_____	reach at: _____	<input type="checkbox"/> Y <input type="checkbox"/> N

Informal Meeting: Date(s) \_\_\_\_\_

In Attendance:  
Company \_\_\_\_\_ Union \_\_\_\_\_  
Company \_\_\_\_\_ Union \_\_\_\_\_  
Company \_\_\_\_\_ Union \_\_\_\_\_  
Company \_\_\_\_\_ Union \_\_\_\_\_

Result: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_