

# GRIEVANCE INVESTIGATION FORM

(Confidential Information)

Who is involved?

1. Grievant: \_\_\_\_\_

Telephone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Cellular: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: Internal: \_\_\_\_\_

External: \_\_\_\_\_

Mailing Address: Internal: \_\_\_\_\_

External: \_\_\_\_\_

Title: \_\_\_\_\_

Dept: \_\_\_\_\_

Date of Hire: \_\_\_\_\_  Full time  Part time  Per Diem

Appointment:  Cont  Perm  Term  Temp  Prob  Appendix A

Professional Obligation: \_\_\_\_\_

Shift: \_\_\_\_\_  Exempt  Non-Exempt (earn OT)

2. Responsible Management person(s): \_\_\_\_\_

Supervisor/Evaluator: \_\_\_\_\_

Supervisor of Supervisor/Evaluator: \_\_\_\_\_

Other: \_\_\_\_\_

3. Witness(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Documentation (?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When / Where did the event happen?

1. Time and Date of Event: \_\_\_\_\_

2. Location of Event/Description of Working Environment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When must a grievance be filed?

Article 7 Grievance (45 calendar days) \_\_\_\_\_

Article 19 Grievance (10 working days) \_\_\_\_\_

What happened?

1. What did some management representative do or fail to do that gives rise to the complaint.

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2. Past Practice.

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3. Just Cause (Seven Tests, all YES required for disciplinary just cause)

1. Did the employer give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct? .....  YES  NO

Notes: \_\_\_\_\_

2. Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the company's business? .....  YES  NO

Notes: \_\_\_\_\_

3. Did the employer, before administering discipline to an employee, make an effort to discover whether the employee violated or disobeyed a rule or order of management? .....  YES  NO

Notes: \_\_\_\_\_

4. Was the employer's investigation conducted fairly and objectively? .....  YES  NO

Notes: \_\_\_\_\_

5. At the investigation did the "judge" obtain substantial evidence or proof that the employee was guilty as charged? .....  YES  NO

Notes: \_\_\_\_\_

6. Has the employer applied its rules, orders, and penalties evenhandedly and without discrimination to all employees? .....  YES  NO

Notes: \_\_\_\_\_

7. Was the degree of discipline administered by the employer reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee's service? .....  YES  NO

Notes: \_\_\_\_\_

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