

WRITING A GRIEVANCE LETTER/ FILING A GRIEVANCE

There are two key things about writing a grievance: include enough information to make clear the issue being grieved but you should not try to make your arguments for your position on the issue in the letter and Include the language in bold.

Template:

Date

Department/ Bureau

On or about Date(s), Name of Management,
briefly what happened to _____ Grievant/
Affected members _____.

The employer violated Section ____ of the contract and all other relevant sections of the contract. (If you are aware of violations of law, past practice, or other violations relevant to the grievance include them here).

This letter is to serve as official notice that Laborers Local 483 is pursuing this matter as a grievance and seeks to have the worker(s) made whole, including but not limited too:

OPTIONS MAY INCLUDE:

- they be made whole in every way
- rescind the change and restore former conditions
- cease and desist this practice

SAMPLE LETTER:

May 1st, 2014

Gotham City Department of Transport,

On or about April 1, 2014, Department Supervisor Ray Rid-
dler suspended John Doe for calling is sick two days in a row
on March 27th and 28th.

The employer violated Section 13 of the contract and all other relevant sections of the contract. In addition, the City of Gotham, Department of Transport long standing practice and is stated in the employee handbook that a worker can call in sick for up to 5 days in a row without producing a doctor's note and without discipline.

This letter is to serve as official notice that Laborers Local 483 is pursuing this matter as a grievance and seeks to have the John Doe made whole, including but not limited too an immediate return to work with no further discipline, rescinding the suspension and clearing his file, and making him whole for scheduled hours missed while on suspension.

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TIPS:

- 1) Save all written communication
- 2) If they communicate verbally—create a written record by writing them an email with a record of what was said in the conversation: “just to confirm our conversation today concerning _____ grievance . . .”
- 3) Make sure the grievant is kept informed
- 4) Keep track of timelines
- 5) For help writing up a grievance contact: another steward or union staff