**GRIEVANCE FACT SHEET TEMPLATE**

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|  | **GRIEVANT INFORMATION** |
| **GRIEVANT NAME** |   |
| **HOME ADDRESS** |   |
| **DEPARTMENT** |   |
| **CLASSIFICATION** |   |
| **DATE OF HIRE** |   |
| **DATE OF CLASSIFICATION** |   |
| **WORK LOCATION** |   |
|  |  |
|  | **DETAILS OF EVENT LEADING TO GRIEVANCE** |
| **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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