[](https://goo.gl/TiM8Cn)**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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