

## Grievance Intake Form Directions

The intake form is the first step of gathering information about a potential grievance. The grievance procedure has time limits, so it is important to fully complete the form as soon as possible, and to deliver it to the Grievance Committee. The information required is described below.

Line 1: Who believes they have been aggrieved?

Line 2: The date the form was completed, and by whom?

Line 3: Please categorize the problem.

Line 4: What happened? To whom? When? Who witnessed the event or has knowledge of the situation? (Use a separate sheet of paper if necessary.)

Line 5: What is the basis upon which the grievance may be filed? Check the appropriate category and specify the section of the contract, statute or prohibited practice. If claiming past practice, is it widespread, long-standing and well known to both parties?

Line 6: What would cure the problem? E.G. money (how much, how do you know?), or a change of practice promise.

# Grievance Intake Form

1. Bargaining Unit Member or Group: \_\_\_\_\_

2. Information received (date): \_\_\_\_\_ By: \_\_\_\_\_

3. Nature of complaint:

\_\_\_\_\_ payroll (FLSA, OT, rate of pay) \_\_\_\_\_leave (vacation, bereavement, holiday, etc.)

\_\_\_\_\_ promotion \_\_\_\_\_work day other (please describe)\_\_\_\_\_

4. What's the story?

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5. Basis of complaint:

\_\_\_\_\_Contract interpretation\_\_\_\_\_

\_\_\_\_\_ Ordinance or Statute\_\_\_\_\_

\_\_\_\_\_Past Practice\_\_\_\_\_

\_\_\_\_\_Prohibited Practice\_\_\_\_\_

\_\_\_\_\_Previous Decision/Ruling\_\_\_\_\_

6. Relief sought: \_\_\_\_\_