

# RECOMMENDED CONTENTS OF A GRIEVANCE FILE



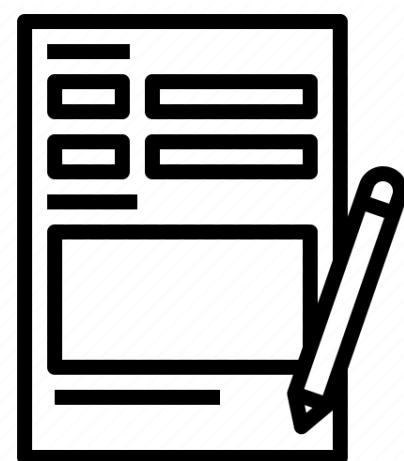
Grievance files are a critical way stewards stay organized and protect the union against possible charges. The type of information you need in your grievance file will depend on the grievance you are investigation. Here are some recommendations of where to begin.

## 1 **TABLE OF CONTENTS**



## 2 **GRIEVANCE SUMMARY**

## 3 **GRIEVANCE FORM**



## 4 **DISCIPLINE LETTER**

## 5 **STATEMENT OF OCCURENCE**



## 6 **NOTES FROM CONVERSATIONS WITH GRIEVANT, INVESTIGATORY & FIRST STEP MEETING**

## 7 **REQEUST FOR INFORMATION (RFI) LETTER**

## 8 **RELEVANT PARTS OF PERSONNEL FILE**

