

To Grieve or Not to Grieve that is the Question

A Grievance Investigation Worksheet

1. Name of Grievant: _____

2. The issue: _____
What subject am I dealing with?

3. Date of event: _____

4. How much time do I have? _____
Check the grievance procedure and determine what the deadlines are.

5. What section(s) of the contract has been violated?

6. If the contract has not been violated, what else could it be?
Check Chancellor and University policies.

7. Or, is this an Unfair Labor Practice Charge?
Did the University take unilateral action regarding matters related to wages, hours,
or other terms and conditions of employment?

If the answer is "yes", call your LRR

8. Or, has an established past practice been changed?

If the answer is "yes", call your LRR.

9. Or, is the problem none of these things, but such an important issue that we should
approach it somehow?

If "yes", whom shall I call for assistance?