

**I.B.E.W. LOCAL 1238
GRIEVANCE
FACT FINDING COLLECTION SHEET**

1) Grievant

Name

Classification

Location

2) Supervisor

Name

Title

Location

3) Steward

Name

Location

4) Who Is Involved?

5) When did the problem occur?

6) Where did the problem occur?

7) What happened?

8) Why is this a Grievance? (Contract, Past Practice, Other Agreement)

9) What will resolve this Grievance?

10) When was 1st Step Meeting held?

11) Who was present at 1st Step?

12) When did Company respond?

13) What was the Company's response?