Steward Fact Sheet

Canada Employment and Immigration Union

Steward, grievor and witnesses:

1.	Steward completing fact sheet:	
	Name:	Home phone:
	Home mailing address:	Work phone:
		Home e-mail:
		Work e-mail:
2.	Grievor:	
	Name:	Home phone:
	Home mailing address:	Work phone:
		Home e-mail:
		Work e-mail:

(1)	Name:	Home phone:
	Home mailing address:	Work phone:
		Home e-mail:
		Work e-mail:
	Has a statement been provided? Is the witness willing to testify?	Is it dated and signed?
(2)	Name:	Home phone:
	Home mailing address:	Work phone:
		Home e-mail:
		Work e-mail:
	Has a statement been provided?	Is it dated and signed?
	Is the witness willing to testify?	
(3)	Name:	Home phone:
	Home mailing address:	Work phone:
		Home e-mail:
		Work e-mail:
	Has a statement been provided?	Is it dated and signed?
	Is the witness willing to testify?	

3.

Witnesses:

issues and solutions:		
1.	Identify the issues in this case:	
2.	Identify the issues, if any, that involve violations of the collective agreement: (Note the relevant articles in the collective agreement)	
3.	Corrective action: what resolution to the problem(s) is the grievor seeking?	

Relevant facts:

1. Chronology of events:

(State what happened, who was involved as a participant or a witness, when the events took place and, if relevant, where the events took place)

2. List and attach copies of all relevant documents:

(letters, memos, e-mail correspondence, witness statements, adjudication decisions, employer policies)