



POTOMAC AIR LODGE 1976
INTERNATIONAL ASSOCIATION of MACHINISTS
and AEROSPACE WORKERS

UNION FACT SHEET

To be filled out by the Steward and attached
to the UNION COPY of the grievance.

WHO is involved in the grievance?

Name..... Employee number.....
 Department.....
 Job and classification.....
 Contact number. Home..... Work..... Cell.....

Supervisor or other management involved

Name.....
 Department.....
 Job Title.....

Witness or other persons involved.

Name.....
 Department.....
 Name.....
 Department.....

WHAT happened?.....

WHEN did the grievance occur?

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WHERE did the grievance occur?

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WHY is this a grievance? (Violation of the contract? Past practice? Unjust treatment?

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SETTLEMENT? What do you want? Correct the situation? Money? Stop ongoing practice?

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ADDITIONAL INFORMATION.

Name and contact number for witnesses

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