

STATEMENT OF  
FACTS & ISSUES

NOTES: 1. On all classification grievances, a complete agreed-upon statement of the grievor's job duties must be executed, generally prior to the grievance discussion.  
2. Use reverse side or additional sheets as necessary.

DATE STATEMENT WRITTEN

NAME OF  
GRIEVER

EMPLOYEE  
NO.

ORGN-  
NO.

I. AGREED-UPON STATEMENT OF FACTS:

- A. Article                      Section                      of the Company-Union agreement is involved.
- B. Pertinent Points in Agreement.

- C. Pertinent Points in Disagreement.

II. POINTS REMAINING IN DISPUTE, AND COMPANY AND UNION STATEMENTS:

A. Company Statement

B. Union Statement

\_\_\_\_\_  
ORGN. MANAGER SIGNATURE

\_\_\_\_\_  
DATE  
SIGNED

\_\_\_\_\_  
SENIOR STEWARD SIGNATURE

\_\_\_\_\_  
DATE  
SIGNED

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AGREED-UPON STATEMENT OF FACTS:

- A. Article                      Section                      of the Company-Union agreement is involved.  
B. Pertinent Points in Agreement.

1. Mr. Smith is a salary employee of Dept. 66-66.
2. On 5/21/85, I witnessed Mr. Smith attempting to repair a computer terminal.
3. Computer repair work is in the job description of the 571-3 Computer Repair Services Technician.
4. When Mr. Smith was questioned about his work, he did not give a valid reason.

**SAMPLE ONLY**

C. Pertinent Points in Disagreement.

That the manager order Mr. Smith to cease and desist performing bargaining unit work (same as what grievor is requesting).

II. POINTS REMAINING IN DISPUTE, AND COMPANY AND UNION STATEMENTS:

A. Company Statement

Company may say what they want. Their statement is not agreed to.

B. Union Statement

Union may say what they want. It is a good idea to list the items the Company would not agree to.

ORGN. MANAGER SIGNATURE

DATE  
SIGNED

SENIOR STEWARD SIGNATURE

DATE  
SIGNED