TO: Union President, Chief Steward or Steward

From: Labor Relations Specialist (or other title)

Subject: Grievance of EMPLOYEE NAME filed DATE

SUPERVISOR NAME, received the written grievance of EMPLOYEE NAME on DATE. As you are aware, Article XX of the collective bargaining agreement requires a meeting between the Step One Grievance Official and the grievant. This is to notify the union that a grievance has been filed and that the grievance meeting will be held at DATE/TIME in SUPERVISOR’S NAME’S office. At LOCATION.

I see that the union has been designated the grievant’s representative and for your information, NAME OF HR SPECIALIST will be present to advise the Step One Official.

To assist with your preparation, please be advised that the Step One Official has a number of questions for the grievant and his representative and will need certain information to make an informed decision in this matter. These questions and information include:

1. What article and section of the collective bargaining agreement was allegedly violated? How was it violated?
2. If not a specific article or section, what law, government-wide, Agency regulation or policy was allegedly violated? Please be specific in providing the citation as it will be needed to evaluate the evidence in deciding the grievance. How was it violated?
3. If the allegation involves an alleged past practice, what was the exact nature of the practice and exactly how was it violated? When did the practice start? Was the alleged practice limited to a specific group of employees? Which employees were allegedly covered by the practice (by name and work unit)? Who in management knew of the practice? What specific evidence exists of the alleged practice?
4. With regard to the above, exactly when did the alleged violation take place? Who committed the alleged violation? What harm did the grievant suffer? What evidence of harm exists?
5. Does the grievance allege in any part that an unfair labor practice took place in connection to the event or subsequent to the event uo to the present?
6. If the answer to No. 5., above, is yes, has a charge been filed with the Federal Labor Relations Authority Regional Office? If so, on what date?
7. Are any allegations of discrimination based on race, color, religion, national origin, gender, sexual preference, sexual harassment, physical or mental disability, or any other factor involved?
8. If the answer to No. 5., above, is yes, has a formal complaint been filed with the Equal Employment Opportunity Office in accordance with Agency policy and regulation? If so, on what date?
9. What employees, if any, have direct knowledge of the alleged facts supporting the grievance?
10. Is the grievant claiming any precedent of law, decision of a court or administrative agency (Federal Labor Relations Authority, Merit Systems Protection Board, Equal Employment Opportunity Commission) or other governing authority exists? If so please specify the Authority and case(s) applicable?

The meeting would probably go much more quickly and run more efficiently, if the above were provided in advance. Your assistance would be gratefully appreciated.

The Agency supports the contractual grievance procedure. Answers to the above questions and the provision of requested evidence and information are critical to reaching a reasoned, fair and equitable decision in this matter. I hope you found this letter helpful in assembling the information the Step One Official needs to decide this important matter.

cc: Step One Official, employee