

MTA Grievance Investigation Worksheet

Directions: Please fill in, to the best of your knowledge and ability, all known information pertaining to the complaint. Make every effort to record the facts of the case with as little emotional involvement as possible. Prior to filing a written grievance please be certain to investigate and confirm any and all information and forward all details to the MTA Grievance Chairperson as soon as possible.

Union Officer Investigating the Issue: _____
Contact Information for Union Officer: _____
Contact Information for Grievant: _____

Who is involved in the complaint?

Grievant:

Administrator involved in the violation:

Witness(s):

When did the violation occur?

Time and date of event:

Date a grievance must be filed by:

Why is this grievable?

What is wrong with what happened?

Applicable contract provision:

What redress will be sought?

Requested redress:

Is there any additional relevant information not already addressed?

If the grievant wishes they may attach there own statement to this document using a separate sheet of paper.