

Instructions For Statement of Occurrence

1. Grievance numbers from the Union and Company. Make sure you get the Union grievance number before going into the grievance
2. Complete name of the aggrieved as it appears on his payroll records. Do not allow for nicknames only – i.e. Chip, Wolfie, etc.
3. Complete HOME address including city, state and zip code.
4. Work location is where the aggrieved reports to work.
5. N.C.S. Date is the same date that is on the vacation schedule.
6. What line of business – National Ops, Enterprise, etc.
7. Title is the current job title – CST, Auto Mechanic, etc.
8. Work # is a good number that they can be reached at work, not their supervisors number.
9. Home # could also be a personal cell phone.
10. Supervisor's name & number – note if it a cell, pager, office or voice mail.
11. Date of occurrence, this would be the date that the initial action took place, i.e. the first date of suspension, loss of overtime, vacation denial, etc.
12. Union steward is the steward that has taken the grievance; this should also be the steward that handled the accident investigation, suspension, etc. If it is not the initial steward he should get any other information from the other stewards that were involved.
13. Date steward received is the date you actually got it. Remember that you only have 30 days from the first date of occurrence to file for a time and date.
14. Date presented to management is the date that you requested a time and date not the grievance date.
15. Scheduled time and date is when the grievance is scheduled to be heard.
16. The body of the Statement should include the 5 w's. Who, what, where, when and why!!
17. Remedy requested is what the aggrieved would like for management to do to make the situation right.
18. Signature and are important for the member to show that they are filling the grievance and to protect the time limits of the grievance procedure.