

I. FACTS

A clear statement of exactly what happened that caused the grievance
True facts, not opinion.

II. RELEVANT CONTRACT PROVISION

Cite the contract provision which is under dispute, or state the past practice
which is under debate. Cite actual contract language, if possible. .

III. COMPANY POSITION

What is the argument against the grievance at prior steps of the grievance
procedure?

IV. UNION POSITION

What is our argument for the grievance at prior steps of the grievance
procedure?

V. DISCUSSION AND RECOMMENDATION

Why do you feel this case should go to the Third Step and how can the Union
best win the dispute?

Signed: Local President _____