

presents to our local union leaders:

# GRIEVANCE FORM

# HOW TO WRITE A GRIEVANCE WEBINAR

Employee Number

Business Line

Job title



**FEBRUARY 12<sup>TH</sup>**  
5:00PM via Zoom

In this fast paced skills lab, union stewards and activists will learn how to turn workplace facts into winning grievances. We begin by locking down the "Six W's" — who, what, when, where, why and witnesses — to be sure every essential fact is captured. Participants then see how an effective grievance stays concise, strictly factual and free of opinion or extra argument. Using that model, you'll practice drafting a one paragraph statement that cites the violated article plus "any other relevant provisions" and spells out a make them whole remedy, leaving with a polished template you can adapt for your local.

Presented by:  
**Liz Guerra**  
AFT CT Field Rep



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35 Marshall Rd, Rocky Hill, CT 06067



(860) 257-9782



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