



Initial Grievant/Complainant
Interview Data

Campus/Chapter Number _____ Date _____

Employee Name _____ Bargaining Unit _____

Home Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail _____

Department _____ Date of Hire _____

Classification and Job Title _____

Time in Classification _____ Previous Classifications _____

Work Days _____ Work Hours: From _____ To _____

Lunch _____ Breaks _____

Administrator (Manager) _____ Work Phone _____

Steward _____ Phone _____

What happened and when?

Interview Data
(Continued)

Where did it happen?

Were there witnesses? Who? Provide contact information and evidence, such as witness statements, if available (phone, email, department, etc.)

What does the potential grievant or complainant think was the reason? Has management given a justification for their actions(s)? If so, what is their rationale?

Is there a grievance or other wrong (complaint)? What is management violating: contract provisions, its own policies, disparate treatment, established campus practices, unilateral changes on matters within the scope of bargaining without notice to CSUEU headquarters, or violations of state and federal law?

Interview Data
(Continued)

What actions must the employee take to correct the problem (as if the wrong had not happened, to make the employee whole)?

Additional comments (use additional sheets if necessary)

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