



TRANSPORT WORKERS UNION LOCAL 555

REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES
TWU555.ORG • 1341 W MOCKINGBIRD LANE STE 1050E DALLAS, TX 75247 • 1.800.595.7672

GRIEVANCE FACT SHEET

*This form is to be used by the Station Rep to aid in investigating a grievance. The FACT SHEET outlines the information that will be necessary to develop a strong case. Use additional pages to document all the details. **DO NOT TURN THIS FORM INTO MANAGEMENT. THIS INFORMATION IS FOR THE UNION'S USE ONLY***

GRIEVANT: _____ EMP#: _____
STATION: _____ POSITION: _____ DATE OF INCIDENT: _____

What happened? Describe incidents which gave rise to the grievance.

Who was involved? Provide names and titles (include witnesses)

When did it occur? Provide day, time, and date(s)

Where did it occur? Provide specific locations

Why is this a grievance? What is management violating: contract, rules and regulations, unfair treatment, existing policy, past practice, local, state, federal laws, etc.

What adjustment is required? What must management do to correct the issue?

Additional Comments. Use a separate page if necessary.

GRIEVANT'S SIGNATURE _____ DATE _____

STEWARD'S SIGNATURE _____ DATE _____