

Sample Letter #3 To File a Grievance

Change the names and information to fit your situation. Keep a copy of all correspondence and receipts.

By the Association for Union Democracy, www.uniondemocracy.org

BY CERTIFIED MAIL

April 7, 2000

Brenda Waltham, President

International Brotherhood of Industrial Workers, Local 5270

1010 Seventeenth Ave.

New York, NY 10001

Dear Sister Waltham,

I have worked at the Overwork Manufacturing Corp. as a machine operator and have been a member of Local 5270 for 15 years.

I received a disciplinary warning from my supervisor, Brian LeBrat, on April 2, 2000. I went to Mr. LeBrat to complain about a puddle of water that was making my workstation unsafe. LeBrat yelled at me, then told me he was putting a letter in my file because I "have a bad attitude," and said the "next time" I would be fired. I have witnesses who will testify to these events.

On April 2, 2000 I went to my union delegate, Steve Climber, and told him about the situation. He said there was nothing I could do. The next day, I called the business agent, Earline Distant, at the local office several times and left two messages, but never received a return call.

It is my understanding that under the contract between Local 5270 and Overwork Manufacturing Corp. employees are to be disciplined only for "just cause." It is also my understanding that I am protected by the contract and federal law from working in unsafe conditions, or being retaliated against for complaining about unsafe conditions. I ask you to file a grievance on my behalf against Overwork Manufacturing Corp. to fight against this unjust discipline and to get the letter removed from my file.

Please inform me in writing by April 15, 2000 whether the union will file a grievance on my behalf.

Thank you for your cooperation.

Sincerely,

Matilda Knowles

345 Meadowbrook Road

Great Falls, New Jersey, 22024

(203) 456-9876