

# GRIEVANCE STATEMENT

No. \_\_\_\_\_

GRIEVANT \_\_\_\_\_ LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

AN INFORMAL MEETING WAS HELD ON \_\_\_\_\_ DATE \_\_\_\_\_ IN WHICH THIS MATTER COULD NOT BE RESOLVED \_\_\_\_\_ IMMEDIATE SUPERVISOR \_\_\_\_\_

SECTION VIOLATED \_\_\_\_\_

STATEMENT OF OCCURRENCE GIVING RISE TO GRIEVANCE:

REMEDY REQUESTED:

GRIEVANT \_\_\_\_\_ SIGNATURE \_\_\_\_\_ UNION REPRESENTATIVE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ IMMEDIATE SUPERVISOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## FIRST STEP

RECEIVED BY SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ MEETING HELD \_\_\_\_\_ DATE \_\_\_\_\_

ANSWER:

SUPERVISOR \_\_\_\_\_

ANSWER REC'D BY UNION REP. \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ ACCEPTED ( ) UNION'S RESPONSE REJECTED ( ) RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## SECOND STEP

RECEIVED BY SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ MEETING HELD \_\_\_\_\_ DATE \_\_\_\_\_

ANSWER:

SUPERVISOR \_\_\_\_\_

ANSWER REC'D BY UNION REP. \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ ACCEPTED ( ) UNION'S RESPONSE REJECTED ( ) RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SUBMITTED TO ARBITRATION BY NOTICE DATED \_\_\_\_\_ MAILED \_\_\_\_\_ RECEIVED \_\_\_\_\_