



## EMPLOYEE CONTRACT GRIEVANCE REPORT

**(TYPE OR PRINT WITH BALL POINT PEN-[press firmly])**

<b>Grievance Step - circle one</b>		
1	2	3

If this is a group grievance, use name and classification of spokesperson and attach a sheet listing the names and classifications of other grievants.

<b>No. - for Agency use only</b>
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<b>Name - Last, First, Middle Initial</b>		<b>Classification</b>	<b>Bargaining Unit</b>
<b>Agency</b>	<b>Division</b>	<b>Employing Unit</b>	<b>Work Unit</b>
<b>Work Unit Telephone</b>		<b>Headquarters location</b>	<b>Shift or Hours of Work</b>

<b>This grievance alleges violation of:</b>	<b>ARTICLE</b>				<b>Type of grievance (check one):</b> <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Union
	<b>&amp; SECTION</b>				
<b>of the labor agreement.</b>					<b>In a group grievance, names of All grievants must be listed.</b>

**Describe the grievance - state all facts, including time, place of incident, names of persons involved, etc.**

**Relief sought**

<b>Employee's Signature</b>	<b>Employee Representative's Signature</b>	<b>Date Submitted</b>
<b>Employee's Mailing Address</b>	<b>Employee Representative's Name (PRINT)</b>	<b>Employee Representative's Mailing Address</b>

**Employer's Decision**

<b>Employer's Signature</b>	<b>Title</b>	<b>Date Received</b>	<b>Date Returned</b>
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### INSTRUCTIONS

Individual employees have the right to present grievances in person or through representatives of their own choosing at any step of the grievance procedure.

In the event that the employee is not satisfied with the supervisor's written decision, or if the supervisor does not return an answer within the time limits set out in the collective bargaining agreement, to be considered further, the grievance must be appealed to the next higher step or appealed to arbitration within the time limits set forth in the agreement.

### GRIEVANCE MUST BE FILED ON THIS FORM

Complete this report following instructions. Detach third copy (pink) and submit rest of set to the proper representative of your employer.

**See your collective bargaining agreement for time limits for presenting and acting on grievances. Failure to observe these time limits will result in loss of appeal rights. These time limits may be extended only by mutual agreement.**