

STANDARD GRIEVANCE RECORD

PART IA (To Be Completed By Employee Prior to Step 1)

DO YOU HEREBY REQUEST TO CONSULT WITH A UNION STEWARD CONCERNING THIS ISSUE? YES NO

COMPLAINT

EMPLOYEE ORGANIZATION

EMPLOYEE SIGNATURE

DATE

PART IB (To Be Completed By Supervisor Prior to Step 1)

SUPERVISOR SIGNATURE TO VERIFY RECEIPT

DATE OF RECEIPT

DATE SENT TO UNION

DATE SENT TO DMO

PART IC OPTIONAL FOR EMPLOYEE (To Be Completed By Employee If Elected)

I HEREBY REQUEST TO USE THE ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM

EMPLOYEE SIGNATURE

DATE

WAS THE COMPLAINT RESOLVED THROUGH ADR YES NO

EMPLOYEE SIGNATURE

DATE

PART II RECORD OF GRIEVANCE STEP 1

Prior to the end of the Step 1 meeting, the grievant or the Union Representative, will complete Part II of this form and return it to the DMO. The DMO will provide a receipted copy of the updated form to the grievant and Union Representative prior to adjourning the Step 1 meeting.

(To Be Signed by the Employee Prior to the Step 1 Meeting) It is understood by the parties that upon initiation of discussion of the grievance at Step 1, the employee has affirmatively elected to use the Negotiated Grievance Procedure versus any other available statutory procedure.

EMPLOYEE SIGNATURE:

BRIEFLY DESCRIBE THE INCIDENT CAUSING THE GRIEVANCE *(Include date, time, and place, management officials involved, and witnesses if any. If more space is needed, use separate sheet of paper)*

IDENTIFY ARTICLE(S) OR SECTION(S) OF THE MASTER LABOR AGREEMENT, LOCAL SUPPLEMENT, REGULATION, OR LAW ALLEGED TO HAVE BEEN VIOLATED

IDENTIFY THE REMEDY YOU SEEK

ADDRESS TO WHICH GRIEVANT WANTS RESPONSE DELIVERED *(Include building number and phone number)*

A, GRIEVANT

B. UNION REPRESENTATIVE

PART III (To Be Completed By the DMO at the Conclusion of the Step 1 Meeting and Provided to the Grievant/Union)

THIS IS TO CERTIFY THAT THE STEP 1 GRIEVANCE MEETING WAS HELD ON

DATE

TIME

MANAGEMENT OFFICIAL SIGNATURE

PART IV

STEP 1 (If additional space is needed, use a separate sheet of paper)

SIGNATURE OF DMO

DATE

DATE PROVIDED TO UNION/EMPLOYEE

PART V

(To Be Completed by Grievant or Representative Prior to Step 2)

If your grievance is not resolved to your satisfaction, you may submit the grievance to the next step of the grievance procedure by signing and dating this form below. Attach any additional information you believe is pertinent. No new issues shall be raised at this Step.

DO YOU REQUEST A MEETING WITH THE STEP 2 DMO?

YES

NO

SIGNATURE OF GRIEVANT OR REPRESENTATIVE

DATE

PART VI

(To Be Completed By DPCE)

DATE RECEIVED BY DPCE

PART VII

STEP 2 DECISION (If additional space is needed, use a separate sheet of paper)

SIGNATURE OF DMO

DATE

DATE PROVIDED TO UNION/EMPLOYEE