



# GRIEVANCE REPORT

DATE \_\_\_\_\_

LOCAL NUMBER \_\_\_\_\_

GRIEVANCE NUMBER \_\_\_\_\_

MEMBER'S NAME \_\_\_\_\_

CLOCK NUMBER \_\_\_\_\_

COMPANY \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

WHEN DID GRIEVANCE OCCUR? DATE (on or about) \_\_\_\_\_ TIME \_\_\_\_\_

GRIEVANCE REPORTED BY \_\_\_\_\_

## COMPLAINT

The Union charges the Company with a specific violation of Article (s) \_\_\_\_\_ and any other provisions of the Agreement that may be found to apply.

STATE WHAT HAPPENED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REMEDY REQUESTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

plus the Union demands that the Company cease and desist from violating the Collective Bargaining Agreement, that the incident(s) be rectified, that proper compensation, including benefits and overtime, at the applicable rate of pay, be paid for all losses; and further that those affected be made whole in every respect, including interest on any monies owed.

\_\_\_\_\_  
SIGNATURE FOR THE UNION

\_\_\_\_\_  
SIGNATURE FOR THE COMPANY

\_\_\_\_\_  
SIGNATURE FOR THE UNION

\_\_\_\_\_  
SIGNATURE FOR THE COMPANY

# GRIEVANCE PROCEDURE

## FIRST STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## SECOND STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## THIRD STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## FOURTH STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL \_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## ARBITRATION

DATE SUBMITTED TO ARBITRATION \_\_\_\_\_

NAME OF ARBITRATOR \_\_\_\_\_

DECISION OF ARBITRATOR (*attach copy*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_