

GRIEVANCE FORM

INSTRUCTIONS: Print clearly in dark ink or typewrite. Write signatures in dark ink. Page No. 1 is the transmittal, endorsement & summary sheet. Make further statements on Page No. 2 and additional attachments as required.

DATES OF INCIDENTS LEADING TO SUBMISSION OF THE GRIEVANCE LISTED ON PAGE NO. 2 AND ATTACHMENTS:

OCCURRENCE:

FIRST KNOWLEDGE:

GRIEVANT (EMPLOYEE)	BADGE Number	CODE	PHONE WORK HOME
NAME (Last) (First) (Middle)	POSITION TITLE & GRADE		

DEPARTMENT/OFFICE	HOME ADDRESS (Street, City, State & Zip Code)
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GRIEVANT ELECTS to use (pick one): **3-Step Grievance Procedure** **ADR Procedure**

SIGNATURE

DATE

IMMEDIATE SUPERVISOR	BADGE Number	CODE	PHONE WORK HOME
NAME (Last) (First) (Middle)	POSITION TITLE & GRADE		

COUNCIL REPRESENTATIVE	BADGE Number	CODE	PHONE WORK HOME
NAME (Last) (First) (Middle)	COUNCIL POSITION TITLE		

COUNCIL ENDORSING OFFICIAL	BADGE Number	CODE	PHONE WORK HOME
NAME (Last) (First) (Middle)	COUNCIL POSITION TITLE		

STEP No. 1	RECEIVED BY:	GRIEVANT	DATE	CODE	DATE
	DECISION BY:			CODE	DATE
	DECISION RECEIVED:	GRIEVANT	DATE	COUNCIL	DATE
	SIGNED:	GRIEVANT	DATE	COUNCIL	DATE

STEP No. 2	RECEIVED BY:	GRIEVANT	DATE	CODE	DATE
	DECISION BY:			CODE	DATE
	DECISION RECEIVED:	GRIEVANT	DATE	COUNCIL	DATE
	SIGNED:	GRIEVANT	DATE	COUNCIL	DATE

STEP No. 3	RECEIVED BY:	GRIEVANT	DATE	CODE	DATE
	DECISION BY:			CODE	DATE
	DECISION RECEIVED:	GRIEVANT	DATE	COUNCIL	DATE
	SIGNED:	GRIEVANT	DATE	COUNCIL	DATE

GRIEVANCE RESOLVED AT: **STEP No. 1** **STEP No. 2** **STEP No. 3**

VERIFIED (SIGNATURES)	GRIEVANT	DATE	COUNCIL	DATE
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REMARKS:

GRIEVANCE FORM

<p>INSTRUCTIONS: Print clearly in dark ink or typewrite. Fill out applicable portions of Page No. 1. On Page No. 2 & attached pages as required, state the precise nature of the GRIEVANCE by stating which ARTICLE(S) & SECTION(S) of the NEGOTIATED AGREEMENT are alleged to have been violated. Include dates, name, locations, harm or damage alleged, the corrective action desired & other pertinent information. Specify the records, data, etc. desired for examination. Indicate witnesses, if any, from which statements are desired.</p>				
STEP No. 1	PRECISE NATURE OF THE GRIEVANCE AND OTHER PERTINENT INFORMATION IS STATED AS FOLLOWS:			
	DECISION AND BASIS FOR IT:			
STEP No. 2	REASON FOR GOING TO STEP 2 IS:			
	DECISION AND BASIS FOR IT:			
STEP No. 3	<input type="checkbox"/> This Grievance is submitted to ARBITRATION. COUNCIL AUTHORIZATION IS ATTACHED.	<input type="checkbox"/> This Grievance is submitted directly to the SHIPYARD COMMANDER for decision.		
	REASON FOR GOING TO STEP 3 IS:			
	DECISION AND BASIS FOR IT:			
	SHIPYARD COMMANDER decision delivered to employee by:		DATE	
	REC'D.	GRIEVANT (Signature)	DATE	COUNCIL REPRESENTATIVE (Signature) DATE