STANDARD GRIEVANCE FORM

PART I **(To be completed by employee prior to Step I)**

Do you hereby request to consult with a union steward concerning this issue? ☐ YES ☐ NO	Union Case Number

Complaint

Employee Org/Duty Phone	Employee Name Printed	Employee Signature	Date

PART II **(To be completed by supervisor prior to Step I)**

Supervisor Name Printed	Signature of Supervisor to Verify Receipt	Supervisor Duty Phone

Date of Receipt	Date Sent to Union	Date Sent to DMO

PART III **RECORD OF GRIEVANCE STEP I**

Prior to the beginning of the Step I meeting, the employee will sign Part III.a., affirmatively electing Negotiated Grievance Procedure. Prior to the end of the Step I meeting, the grievant or the union representative, will complete Part III.b. through e., 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 I meeting.

III.a. It is understood by the parties that upon initiation of discussion of the grievance at Step I, the employee has affirmatively elected to use the Negotiated Grievance Procedure versus any other available statutory procedure.
EMPLOYEE SIGNATURE:

III.b. 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.)

☐ SEE ATTACHMENT

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

☐ SEE ATTACHMENT

III.d. IDENTIFY THE REMEDY YOU SEEK.

☐ SEE ATTACHMENT

IIIe. ADDRESS (INCLUDE BUILDING NUMBER AND PHONE NUMBER):

1. Grievant	2. Union Representative

PART IV **(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 I GRIEVANCE MEETING WAS HELD ON

Date	Time	Management Official Signature

PART V	STEP I DECISION

□ SEE ATTACHMENT

Printed Name & Signature of DMO	Date	Date Provided to Union/Employee

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.

PART VI	(To be completed by grievant or representative prior to Step II)	
Do you request a meeting at Step II? ☐ YES ☐ NO	Signature of Grievant or Representative (*Printed Name & Signature)*	Date

PART VII	(To be completed by Labor & Employee Relations)
Date Received by Labor & Employee Relations:	

PART VIII	STEP II DECISION

□ SEE ATTACHMENT

Printed Name & Signature of Commander or Designee	Date	Date Provided to Union/Employee