

EMPLOYEE GRIEVANCE

1. To \_\_\_\_\_  
Department Head Department

2. The Grievance stated under Item 3 was discussed with \_\_\_\_\_ on  
Supervisor  
\_\_\_\_\_ and was not satisfactorily resolved. A meeting is requested for further discussion of  
Date  
this complaint under the grievance procedure.

3. Statement of Grievance (Supply facts, dates and give exact nature of complaint – use reverse side if additional space is required.):

4. Agreement provision(s) in question: Article \_\_\_\_\_ Section \_\_\_\_\_ Item \_\_\_\_\_

5. Is this a Grievance by a Grievance Committee?  Yes  No

6. _____ Employee's Signature	_____ Employee Number	_____ Date
_____ Steward, or Chief Steward's Signature	_____ Unit and Department	_____ Date
_____ Third member of Grievance Committee if applicable	_____ Employee Number	_____ Date

7. Received by Department \_\_\_\_\_ . Under the Agreement, Article 17,  
Name/Date

Section 17.04, a meeting must be held to discuss this Grievance within 1 week after this date.