

**PROCEDURAL GRIEVANCE FORM**

Date: \_\_\_\_\_

NOTE: It is agreed that neither the Union nor the Company will use this Procedural Form as evidence in an arbitration procedure. This form does not limit either the Company or the Union from bringing up additional contractual violations.

**WHO** is involved?

Grievant: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Dept #: \_\_\_\_\_ Dept: \_\_\_\_\_ Section: \_\_\_\_\_

Spv's Name: \_\_\_\_\_ Union Steward: \_\_\_\_\_

**WHEN & WHERE** did this happen?

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location \_\_\_\_\_

**WHAT** are the facts of the Grievance? (Explain):

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

**WHY** is this a grievance? (What provision of the Labor Agreement has been violated?): \_\_\_\_\_

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

**HOW** to remedy?

The Steward – Identify how to correct situation and remedy sought.

(Comments): \_\_\_\_\_

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

The Supervisor's  
response: \_\_\_\_\_

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

Signature of Steward: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_