

Utility Workers Union of America, AFL-CIO

Local 1-2

5 West 37th Street New York, NY 10018

(212) 575-4400



GRIEVANCE REPORT

Member's Name _____ Employee No. _____

Home Address _____ Home Phone No. _____

_____ Title _____

Company _____ Department _____ Bureau _____

Work Location _____ Supervisor _____

Nature of Grievance—PLEASE CHECK THE APPROPRIATE BOX BELOW

- Termination
- Suspension
- Denied Progression
- Denied Merit

Other (Warnings) Give a brief explanation below

Clause of Contract Violated (list articles violated)

Remedy To be made whole, including but not limited to any lost wages, benefits, merit increases and progressions.

Other (Give a brief explanation below)

Today's Date _____

Signature of Member _____

Result of 1st Step in Grievance Procedure

Date of Grievance Meeting _____

Names of Stewards _____

Name of Company Representative _____

Names of Others Present _____

Was information requested in writing by Steward? Yes No

Was information provided by Company Rep? Yes No

Did Company Rep provide written response? Yes No

Signature of Steward _____

Result of 2nd Step in Grievance Procedure

Date of Grievance Meeting _____

Name of Agent / Designee _____

Name of Company Representative _____

Names of Others Present _____

Was information requested in writing by SBA / Designee? Yes No

Was information provided by Company Rep? Yes No

Did Company Rep provide written response? Yes No

Settlement: Yes _____ No _____

Signature of Business Agent / Designee _____

Result of 3rd Step in Grievance Procedure

Date of Grievance Meeting _____

Name of SBA / Designee _____

Name of Company Representative _____

Names of Others Present _____

Was information requested in writing by SBA / Designee? Yes No

Was information provided by Company Rep? Yes No

Did Company Rep provide written response? Yes No

Settlement: Yes _____ No _____

Signature of Senior Business Agent / Designee _____

*****Guidelines for Grievance Process*****

- This form stays in the possession of the Union at all times
- All information on this form is to be filled out by the union representative
- Make a copy of Grievance Report, Information Requests and all notes for your records

For example: Disciplinary Interview Report

Statements from witnesses

Statement from Grievant

Steward's notes from interviews

Employee Evaluations

All other relevant documents

- Place originals in envelope and give to next Union Representative in preparation for next step of grievance process