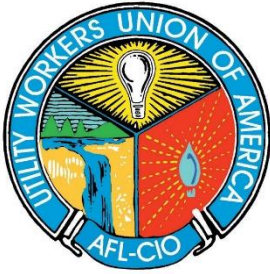


Utility Workers Union of America, AFL-CIO

Local 1-2

8 East 36th Street New York, NY 10016

(212) 575-4400



GRIEVANCE REPORT

Member's Name _____ Employee No. _____

Home Address _____ Phone No. _____

E-mail _____ Title _____

Dept/ Bureau _____ Company _____

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 _____

Name of Steward _____

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 Agent / 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.