

GRIEVANCE WORKSHEET

Grievance # (Provided by Union) _____ - Grievant's Name _____

Nature of the Grievance _____

Pertinent Contract Article(s) _____

Past Practice (if applicable) _____

Description of the incident _____

Remedy _____

Date/Supervisor Step 1 _____ / _____ Step 2 _____ / _____

Step 3 _____ / _____ Step 4 _____ / _____

Days between steps (per collective bargaining agreement) _____

Union Rep _____ Date _____

CC:BA

POAM (enclose copies of all pertinent material)

