



GRIEVANCE REPORT



Grievance Number(s): _____

Local

Company # _____ Union # _____ Union Representative _____

Grievant Name: _____ Title: _____

SSN: _____ Business Unit: _____

Service Date: _____ Work Location: _____

Grievance Description: _____ Grievance Type: _____ Date of Occurrence or Action: _____
(Shaded areas for Company use)

Union Notification:

Verbal Written Date: _____ To: _____ By: _____

Nature of Grievance: (Contract Information: Article/Exhibit: _____ Section/Appendix: _____ Page: _____)

Union Position (Remedy):

Company Position:

1st Step - Grievance Review/Discussion:

Meeting: Date: _____ Management: _____
Time: _____ Union: _____
(name) (title)

Company response prepared by: _____

1st Step Disposition: Settled Denied * Recessed to: _____ *(Initials)*
(Date)

* By mutual agreement, a grievance may be recessed or placed "on hold" for a pre-determined period of time.

Note: Any settlement offers, either by the Union or the Company, shall be noted and recorded at the appropriate step.

Grievance
Number(s):

Company # _____ Union # _____

2nd Step Grievance: Appealed to: _____ By: _____ Date: _____

2nd Step - Grievance Review/Discussion:

Meeting: Date: _____ Management: _____
Time: _____ Union: _____
(name) (title)

Company response prepared by: _____

**2nd Step
Disposition:**

Settled Denied * Recessed to: _____ (Initials)
(Date)

3rd Step Grievance: Appealed to: _____ By: _____ Date: _____

3rd Step - Grievance Review/Discussion:

Meeting: Date: _____ Management: _____
Time: _____ Union: _____
(name) (title)

Company response prepared by: _____

**3rd Step
Disposition:**

Settled Denied * Recessed to: _____ (Initials)
(Date)

Terms of Settlement:

The Union and the Company at the _____ Step of the Grievance Process, agree that the statement entered under "TERMS OF SETTLEMENT" above, is a satisfactory disposition of the grievance and is considered closed, effective: _____ .

FOR THE UNION:

Signature: _____

Title: _____

FOR THE COMPANY:

Signature: _____

Title: _____

Note: Any settlement offers, either by the Union or the Company, shall be noted and recorded at the appropriate step.