

# TECHNICAL UNIT

## GRIEVANCE FORM

Department (Agency) \_\_\_\_\_ Grievance No. L-32- \_\_\_\_\_

Work Location \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

This is a direct appeal to  Step 1  Step 2

NAME	CLASS AND LEVEL	EMPLOYEE I.D.	SHIFT
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Employee's statement of grievance:

A just and fair solution of my grievance is:

Grievant's Signature \_\_\_\_\_ Date given Supervisor \_\_\_\_\_

Representative's Name \_\_\_\_\_ United Technical Employees Assoc.

### STEP 1 OFFICIAL'S ANSWER

Received \_\_\_\_\_

Signature \_\_\_\_\_ Date given Steward and Grievant \_\_\_\_\_

### GRIEVANT'S NOTICE OF APPEAL TO THE NEXT STEP

This answer is not satisfactory. My reason for appealing is:

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**NOTE: Type or Print (use ballpoint).**

These directions are intended as a guide. Please refer to Article 9, Grievance Procedure.

<u>WHO</u>	<u>DOES WHAT</u>
Grievant	Fills out all of the information blanks at top of form, immediately above Step 1 Official's answer.  Gives packet to Step 1 Supervisor.
Step 1 Supervisor	Initials form next to "date given supervisor" to indicate receipt of grievance, and gives GOLD copy to grievant.  Schedules and conducts Step 1 Conference in accordance with Agreement.  After Conference, writes answer in selection entitled "Step 1 Official's Answer" in accordance with Agreement.  Distributes copies as follows:  1 copy to Association Representative 1 copy to Retains for File 2 copies to Grievant
Grievant	If not satisfied with Step 1 answer, completes section entitled "Grievant's Notice of Appeal to the next Step."  Forwards one copy to Step 2 official.  Retains one copy for files.