

4. Were there any witnesses? Give names and titles. Get a signed statement. _____

5. Where did it occur? Specify locations. _____

6. Why is this a grievance? What is management violating: contract, rules and regulations, unfair treatment, existing policy, past practice, state or federal laws, etc. _____

7. What adjustment is required? What must management do to correct the problem? _____

8. Additional Comments _____

Grievant's Signature _____ Date _____

Steward's Signature _____ Date _____

Steward's Phone # _____

Note: you should make 3 copies of this Grievance Record Form

- 1) Save one for yourself
- 2) Give one to the Unit Secretary, and
- 3) Send one to the Division