



GRIEVANCE REPORT



Record Series Code: HUM-50

Company Grievance Number: _____ Local: _____

Union Grievance Number: _____ Union Representative: _____

Grievant Name: _____ **Title:** _____

ATTUID: _____ Service Date: _____

Business Unit: _____ Department: _____

Grievance Description: _____

Date of Occurrence or Action: _____

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: _____	
	(Print Name)	(Title)
Meeting Summary:		
<i>Company response prepared by:</i> _____		
(Signature)		
1st Step Disposition:	<input type="checkbox"/> Settled <input type="checkbox"/> Denied <input type="checkbox"/> * Recessed to: _____	
	(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.

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

2nd Step - Grievance Review/Discussion:
 Meeting: Date: _____ Management: _____
 Time: _____ Union: _____
 (Print Name) (Title)

Meeting Summary:

Company response prepared by: _____
 (Signature)

2nd Step Disposition: Settled Denied * Recessed to: _____
 (Date)

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

3rd Step - Grievance Review/Discussion:
 Meeting: Date: _____ Management: _____
 Time: _____ Union: _____
 (Print Name) (Title)

Meeting Summary:

Company response prepared by: _____
 (Signature)

3rd Step Disposition: Settled Denied * Recessed to: _____
 (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: _____

* 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.