

# International Brotherhood of Electrical Workers

## Local Union 21

**PAUL T. WRIGHT**  
President-Business Manager &  
Financial Secretary

**JACKIE CHEESEMAN-DORROUGH**  
Recording Secretary

**CLEVELAND L. JOHNSON**  
Assistant Business Manager

**HEATHER BROWN**  
Treasurer



Date: \_\_\_\_\_

To: \_\_\_\_\_ (Manager's Name)

\_\_\_\_\_ IBEW Local 21 hereby requests a \_\_\_\_\_ step grievance meeting  
(Check, if applicable)

Union Grievance No. \_\_\_\_\_ Company Grievance No. \_\_\_\_\_

Grievant's Name \_\_\_\_\_ NCS Date \_\_\_\_\_

Job Title \_\_\_\_\_ Work Location \_\_\_\_\_

Article(s) violated, including, but not limited to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Check, if applicable)

In order to process the above captioned grievance and to administer the provisions contained in the Collective Bargaining Agreement, the Union is requesting: \_\_\_\_\_

\_\_\_\_\_

In addition, the Union also requests a copy of any and all records, files, memorandum, documents, etc., that the Company is relying upon to take the action described. Please provide all requested documentation to the Union as soon as possible, but no later than \_\_\_\_\_. Please be advised that it is the Union's position that any records, files, memorandum, documents, etc., which are not provided to the Union by the requested date cannot subsequently be used by the Company at any step of the grievance procedure, including arbitration.

\_\_\_\_\_ (Check if applicable)

Please contact me as soon as possible, but no later than fourteen (14) days from the date of this letter to schedule a mutually acceptable meeting date in an endeavor to adjust this grievance.

Union Representative \_\_\_\_\_

Title \_\_\_\_\_

Received by: \_\_\_\_\_  
(Manager's Initials)

Office: 4701 Auvergne Ave. • Suite 21 • Lisle, IL 60532  
(630) 960-4466 • Fax (630) 960-9607  
Website: www.ibew21.org