



# 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:**

<b>1st Step - Grievance Review/Discussion:</b> _____	
Meeting: Date: _____	Management: _____
Time: _____	Union: _____
	(Print Name) (Title)
<b>Meeting Summary:</b>	
Company response prepared by: _____	
(Signature)	
<b>1st Step Disposition:</b>	<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.