

International Brotherhood of Electrical Workers

RONALD E. KASTNER
President-Business Manager &
Financial Secy

KEVIN CURRAN
Vice President
Assistant Business Manager



LINDA COX
Recording Secretary

JACQUIE FIELDS
Treasurer

Today's Date: _____

To: _____ (Manager's Name)

____ IBEW Local 21 hereby requests a ____ step grievance meeting.
(Check, if applicable)

Union GR # _____

Company GR # _____

Grievant's Name: _____

NCS Date: _____

Job Title: _____

Work Location: _____

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

Description of Grievance: _____

____(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 Initials)

