

IF GRIEVANCE INVOLVES DISCIPLINARY ACTION – COMPLETE APPROPRIATE SECTIONS

Type of disciplinary action taken:

_____ Suspension: Length of Suspension _____

_____ Demotion: From Title: _____ to _____ Date: _____

_____ Wage Progression Deferment: Length of Deferment: _____

_____ Dismissal: Effective Date (last date on payroll): _____

_____ Other: _____
(type)

Union notification:

_____ Written _____ Verbal Date _____ to _____ by _____

List progressive disciplinary action taken in sequential order:

<u>Date</u>	<u>Attachment*</u>	<u>Brief Explanation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Letters, Memos, etc.; also indicate grievance number for any disciplinary action which may have been grieved.

List dates of meetings, name and titles of management people:

<u>Date</u>	<u>Name</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grievant's signature _____ Steward's signature _____

District level reviews:

Date: _____

Union Representative

Company Representative

State any change in Union or Company positions: _____

Disposition: _____

To Business Representative: _____ (Name) _____ (Date)