

ATTENTION JACQUIE – Fax: 630-960-9607

REQUEST FORM – ARBITRATION AND THIRD STEP LETTER
(PLEASE PRINT) – ALL BLANKS MUST BE COMPLETED TO PROCESS
REQUEST

PLEASE SEND GRIEVANCE TO
THIRD STEP _____
NEUTRAL ARBITRATION _____
EXPEDITED ARBITRATION _____
Grievance Title: _____

Today's Date: _____
Union Grievance # _____
Company Grievance # _____

(Example: OT, Contracting Out, Suspension, Seniority)
Article(s) Violated _____ Date of Violation _____
Grievant's Name _____ Grievant's Title: _____
Grievant's Work Location incl. City/State _____
Date Denied at Second/Third Step. (Circle Second or Third Step) _____ By Whom _____
AT&T Labor Mgr. involved at third step hearing: _____
Please give a short explanation as to what this grievance is about:

-What is the remedy/demand being sought?

-Request for following documentation to be received in the Union office by: _____
(Date)

Local 21 Representative involved: _____
(Your Name)

Preference of location for arbitration hearing _____
(Example: Union office, Hoffman Estates, Chicago)

PLEASE NOTE: Per the contract, in the event the grievance is not resolved at Step 2 and the Union wishes to further appeal, such appeal must be made by the Union in writing at Step 3, within thirty (30) days of the receipt of the Company's decision at Step 2. Also, an arbitral matter needs to be submitted to arbitration by letter, within thirty (30) calendar days of the date of the final decision rendered at Step 3 under the grievance procedure or following a Union-Management Review Board dismissal. *Therefore, if you are sending the grievance through the third step or arbitration process and it is (10) days or less before the grievance will time out, please call Jacquie to let her know you are faxing this form and advise her it is getting close to the deadline. This procedure is to avoid a timed out situation.*

WRITTEN APPROVAL BY A QUORAM OF ALL BUSINESS REPS PRESENT
IS REQUIRED IN ORDER TO SEND A GRIEVANCE TO ARBITRATION AND
TO APPOINT AN ATTORNEY.

APPROVAL FOR ARBITRATION _____ DATE _____
Recommendation for an Attorney _____ Attorney/Firm to be used in Arbitration _____
Business Rep to assist _____

FINAL APPROVAL/ARBITRATION (P/Bus. Mgr./FS) _____ DATE _____