

Date Rec'd by Employer :

LABOR AGREEMENT GRIEVANCE FORM

Unit 11 – Firefighters

Step I

TO: _____
(Division Head) (Position Title) (Department)

FROM: _____
(Name of Grievant) (Position Title) (Department)

PART I.

In accordance with the grievance procedure contained in the Firefighters' Agreement, a formal grievance is hereby submitted. I attempted to resolve this grievance through the informal stage on _____ (date) with _____ (Department).

A. STATEMENT OF GRIEVANCE (type an X in the appropriate selection):

1. ____ Date of alleged violation: _____
Date
____ If alleged violation is continuous, date first became known: _____
Date
2. Section or provision of the agreement allegedly violated: _____
3. Nature of complaint. (Dates, facts, circumstances, etc.)

B. REMEDY SOUGHT:

(Signature of Union Representative, if applicable) (Signature of Grievant)

DATE: _____ DATE: _____

PART II: Division Head (Complete this part.) Retain (1) copy, send (1) copy each to the grievant, union, department head and employer (Civil Service).

A. Grievant and union representative are to be offered opportunity to meet and discuss grievance.

Was meeting held? Yes____ No____ Date of Meeting: _____
Date

B. DECISION:

Date: _____

(Signature of Division Head)

The time limit of ten (10) days for division head's reply is hereby extended to:

(Date)

(Union Representative)

(Division Head)