



PERMANENT STEP I GRIEVANCE REPORT

(Forward to Union Hall as permanent record of Step I Settlements)

Name of Complainant..... Pay #..... Company Service.....
(Group Complaints generally include all shifts)

Union Member
Non-Union Member

Home Address and Tel. No. ....

Bldg. .... Floor .... Shift .... Dept. .... Accum. Time on Classif. ....

Complainant's Foreman/Cell Leader ..... Dept. Head .....

Foreman of Step I Contact ..... Shift ..... Date of Step I Contact .....

Executive Board Member Involved at Step I .....

Job Description ..... Rate ..... Present Day Work Rate .....

Nature of Grievance .....

Contract Article Violated, if any .....

Relief Requested .....

Foreman's Answer at Step I & Step I Settlement: .....

Councilor's Name: ..... Date Settled at Step I ..... Shop Ext. ....

Foreman's Signature ..... Date .....

Outline Circumstances Leading to Grievances On Back

This form should be filled out completely; forms not completely filled out will be returned for completion. Any written information or facts should be attached to this grievance form.

