

APPENDIX H

GRIEVANCE FORM

\_\_\_\_\_ COLLEGE

Grievance Number: \_\_\_\_\_

**Initially filed on:** \_\_\_\_\_

Step I \_\_\_\_\_ Filed on: \_\_\_\_\_

Step II \_\_\_\_\_ Filed on: \_\_\_\_\_

Step III \_\_\_\_\_ Filed on: \_\_\_\_\_

Step IV \_\_\_\_\_ Filed on: \_\_\_\_\_

Step V \_\_\_\_\_ Filed on: \_\_\_\_\_

Grievant(s) \_\_\_\_\_

Title(s) \_\_\_\_\_

Filed on behalf of \_\_\_\_\_

**Statement of Grievance**

Written statement reciting the event or occurrence upon which the alleged grievance is based. *(Describe what happened).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When and Where Grievance Occurred**

*(Give date, day, time and location).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX H – (Continued)

Specific Provision(s) Breached

Give contract Article, Sections and explanation if necessary.

---

---

---

---

---

---

---

---

---

---

Any and all other articles and laws that may apply.

Relief or Remedy Sought

---

---

---

---

---

---

---

---

---

---

Grievant(s) to be made whole and any other remedy deemed appropriate.

---

---

Signature of Grievant(s) \_\_\_\_\_ Date: \_\_\_\_\_

(Mandatory)

Signature of Union Steward \_\_\_\_\_ Date: \_\_\_\_\_

(Optional)

Received by: \_\_\_\_\_ at Step \_\_\_\_\_ on \_\_\_\_\_.

**APPENDIX H (CONT.)**

**Waiver Forms**

In accordance with the signatures below, both parties indicated that the grievance shall be as follows:

**Step I**

The time limits for submission / hearing date for **Step I** have been extended until \_\_\_\_\_.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Step II**

The time limits for submission / hearing date for **Step II** have been extended until \_\_\_\_\_.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Step III**

The time limits for submission / hearing date for **Step III** have been extended until \_\_\_\_\_.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_