

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: _____