Chapter 89 – Form 2

Date Rec’d by Employer :

Submit 5 copies

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).

1. 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

* 1. Section or provision of the agreement allegedly violated:
  2. Nature of complaint. (Dates, facts, circumstances, etc.)

1. 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).

1. Grievant and union representative are to be offered opportunity to meet and discuss grievance. Was meeting held? Yes No Date of Meeting:

Date

1. 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) |