

GRIEVANCE FORM – INFORMAL LEVEL

Name of Grievant: _____ Unit: _____

Rank: _____ Date Filed: _____

Article 8.4 - Grievance - Informal Level

A grievance at the informal level must be filed within 40 business days of occurrence or within 40 business days after the grievant, through the exercise of reasonable diligence, should have known of the occurrence. A meeting with the appropriate administrator must take place within 10 business days after it has been requested. The appropriate administrator must issue a written determination to the grievant and/or Union within 5 business days of this meeting. See Article 8.4 of the present contract for details.

IMPORTANT NOTE: *This grievance must be copied to the UDMPU Grievance Officer.*

Union Representation Requested? Yes ___ No ___

Contract Article(s) Violated: _____

Please be precise.

Statement of Grievance Attached? Yes ___ No ___

This is a detailed description of the action(s) violating the contract article(s) listed, including copies of any documentation that support your claim.

Date of Occurrence: _____

Name of appropriate administrator (to be) contacted: _____

Sought Remedy Attached? Yes ___ No ___

Timeline:

Date of Occurrence: _____ Date: _____

Grievance filed within 40 business days of occurrence? _____ Date: _____

Grievance copied to Grievance Officer? _____ Date: _____

Meeting held within 10 business days of request? _____ Date: _____

Written determination delivered within 5 business days _____

of meeting? _____ Date: _____

UNION USE ONLY Grievance # _____