

GRIEVANCE FORM – FORMAL LEVEL – STEP 1 – GRIEVANCE

Name of Grievant: _____ Unit: _____
Rank: _____ Date Filed: _____

Has the Informal Level (Article 8.4) been completed? Yes ___ No ___

Article 8.5(a) - Grievance - Formal Level - Step 1 - Grievance

Formal grievances must be filed within 10 business days of receipt of the determination at the informal level. Within 10 business days of receipt of the Step 1 grievance, the Employer’s Contract Maintenance Officer will meet with the grievant. The Employer’s Contract Maintenance Officer must issue a written determination to the grievant and/or Union within 5 business days of this meeting. See Article 8.5(a) of the present contract for details.

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

Union Representation Requested? Yes ___ No ___

Position of Grievant and/or Union attached? Yes ___ No ___

Timeline:

Grievance filed within 10 business days of receipt of determination at informal level?	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: _____