



CWA LOCAL 4603 GRIEVANCE TRACKING FORM

MEMBERS NAME: _____

DATE OF OCCURRENCE: _____

DO THEY WANT TO GRIEVE?

- **NO** - complete and sign grievance forfeiture form

- **YES** - Grievance must be filed within 45 days
 1. Have the member fully complete the statement of occurrence and return it to you promptly.
 2. On the date the member returns it to you: (In black or blue ink)
 - Have the member sign both the statement and request for relevant data
 - fill out the grievance form completely, being sure to state "on or about" the date of occurrence, and "including but not limited to" as the beginning of the Union position
 - Note on the data request the date the information is needed- usually within 5 business days
 - Check original copies in RED on the bottom of the page by "page number"
 - Present the grievance and data request to the Manager
 - Have the Manager initial and date both forms
 - Give the Manager a copy of both forms-you keep the originals

DATE FILED: _____

MANAGER: _____

- Set up 1st Step meeting with Manager

DATE OF MEETING: _____

- Keep all forms in a completed grievance folder. Be sure all information is on the outer jacket
- Contact Chief or Assistant for grievance number. Advise of 1st Step meeting date. They will help arrange two additional stewards for the meeting.

DATE AND PERSON CALLED: _____

FIRST STEP MEETING

1. Review data provided prior to the meeting to establish your line of questions for the Manager. Write down questions if necessary.
2. Get company Grievance number
3. **TAKE VERY THOROUGH NOTES!** If you need time to catch up JUST ASK
4. Always ask the Manager to clarify exactly why the Grievant was disciplined, and what rules were violated.
5. Have the manager complete the Company Position and 1st Step Grievance Review.
6. List all present at the meeting.
7. The Manager must sign, initial, and date the grievance.
8. The Steward must sign the grievance.

FIRST STEP DISPOSITION

RECESSED:

1. Advise Chief or Assistant to update grievance status

DATE AND PERSON CALLED: _____

SETTLED:

1. Advise Chief or Assistant to update grievance status

DATE AND PERSON CALLED: _____

2. Complete report
3. Forward completed report and folder to Chief or Assistant to close grievance

DATE RECEIVED: _____ **BY:** _____

DATE GRIEVANT NOTIFIED: _____

DENIED:

1. Advise Chief or Assistant to Appeal to 2nd Step. **MUST BE DONE WITHIN 30 DAYS.**

DATE AND PERSON CALLED: _____

DATE GRIEVANT NOTIFIED: _____

2. Complete report
3. Forward completed report and folder to Chief or Assistant.

DATE APPEALED TO 2ND STEP: _____ **BY:** _____

DATE GRIEVANCE FORWARDED TO EVP: _____ **BY:** _____