

## **EMPLOYEE CONTRACT GRIEVANCE REPORT**

PDF FILLABLE VERSION

Grievance Step – Check one <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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No. - for Agency use only
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If this is a group grievance, use name and classification of spokesperson and attach a sheet listing the names and classifications of other grievants.

Name - Last, First, Middle Initial		Classification	Bargaining Unit
Agency	Division	Employing Unit	Work Unit
Work Unit Telephone		Headquarters location	Shift or Hours of Work

This grievance alleges violation of:	ARTICLE				Type of grievance (check one): <input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Union
	& SECTION				
of the labor agreement.					In a group grievance, names of All grievants must be listed.

Describe the grievance - state all facts, including time, place of incident, names of persons involved, etc.

Relief sought

Employee's Signature	Employee Representative's Signature	Date Submitted
Employee's Mailing Address	Employee Representative's Mailing Address	

Employer's Decision

Employer's Signature	Title	Date Received	Date Returned
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### INSTRUCTIONS

Individual employees have the right to present grievances in person or through representatives of their own choosing at any step of the grievance procedure.

In the event that the employee is not satisfied with the supervisor's written decision, or if the supervisor does not return an answer within the time limits set out in the collective bargaining agreement, to be considered further, the grievance must be appealed to the next higher step or appealed to arbitration within the time limits set forth in the agreement.

#### GRIEVANCE MUST BE FILED ON THIS FORM OR OSER-DCLR-25

Complete this report following instructions. Print, sign and date form. Keep one copy and submit original and one copy to the proper representative of your employer. Electronic submittal of this form is not authorized.

**See your collective bargaining agreement for time limits for presenting and acting on grievances. Failure to observe these time limits will result in loss of appeal rights. These time limits may be extended only by mutual agreement.**