



Grievance Preparation Form

Grievant's Name _____ Today's Date _____

Department _____ Office Phone _____

Home Address _____ Home Phone _____

Email Address _____ Cell Phone _____

State the nature of your grievance -- What happened? (if you need more space you may attach additional pages.)

Who was involved? _____

When did it occur? _____

Date you learned about it, if different from date of occurrence _____

Where did it occur? _____

Why is it a grievance? (Please state the specific article(s) of the contract that you believe were violated).

What attempts, if any have you made to resolve this informally? _____

I have read Article 15, Grievance Procedures in the Collective Bargaining Agreement

Signature

Date