

# GRIEVANCE REPORT

(Refer to grievance processing guidelines on reverse side)

**CLAIMANT(S):** \_\_\_\_\_

**DATE FILED:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**PRESENTED TO:** \_\_\_\_\_

**Article(s) Violated:** \_\_\_\_\_

**Claim Description (Be Specific. Use additional paper if necessary):**

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**Remedy Sought (Be Specific. Use additional paper if necessary):**

Make whole remedy including but not limited to;

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**Discussed with Department Manager on \_\_\_\_\_ Result: \_\_\_\_\_**

I authorize Teamsters 58 to represent me regarding this complaint including authorizing disclosure of requested Employer discovery records and documents and agree to abide by the final disposition rendered.

Grievant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **FILING YOUR CLAIM**

*Disclaimer: This is a general guideline only for filing a grievance. Timelines and contract provisions vary for each bargaining unit. Always refer to your contract for mandatory filing procedures.*

- 1. Ensure you file your grievance timely as provided for in your Labor Agreement!**  
When in doubt, it is suggested you file it anyway.
- 2. Your grievance statement should be brief and clear about how the Employer violated the contract, identifying the problem(s) (include who, what, where, when, and why) and your desired remedy.**
- 3. Complete all items on Grievance Report Form and review for accuracy before submitting.**
- 4. Original copy of the grievance is to be submitted to the appropriate management representative identified in your labor contract for filing at the initial step of the grievance procedure.**
- 5. Keep at least three duplicate copies of the signed written grievance you submit to management.**
  - a. One copy to be immediately furnished to the Local Union office;
  - b. a file copy for your record;
  - c. and a copy for your Union Steward, if you elected to seek out such representation.

## **GRIEVANCE PROCESSING FOLLOW UP**

- 6. If you elected Union representation in a grieved matter, it is suggested that you do not discuss the grievance with management once it's been filed without having the involved Union Steward or Union Business Representative of record in the matter, present.**
- 7. Fully disclose to the Union representative of record all information associated with your grievance. This includes furnishing all records and documents about the matter to your Union Steward and/or Business Representative.**
- 8. Provided you elect to have Union representation in processing your grievance, ensure you communicate immediately with the Union representative of record in the matter about any response whether written or oral you receive from management about any such claim as to assure timeliness of the grievance is preserved.**

## **GENERAL**

- 9. Any questions you may have about filing a grievance must be timely and should be immediately raised through your Union Shop Steward and Business Representative. Union Office Number is 360.693.5841.**