

APPENDIX F

Step # _____ Union & Local # _____

Bargaining Unit # B

GRIEVANCE REPORT

Grievant(s): _____ Soc. Sec. #: _____
Job Title: _____ Agency: _____
Facility/Region: _____ Work Location: _____
Agency Start Date (if known): _____ Manager: _____

Employer is in violation of Article(s) _____
and other relevant provisions of the Agreement.

STATEMENT BY GRIEVANT OR UNION

The "statement" should include: (1) nature of the contract violation; i.e., what action did the Employer take, or fail to take, which violated the Contract; (2) the date(s) of the violation and, where appropriate as in promotions, demotions, transfers, reassignments, etc., the relevant title(s) and work location(s). (Use additional sheets of paper, if necessary.)

RELIEF OR REMEDY SOUGHT

Grievant's Signature _____ Date _____
Steward/Union Representative _____ Date _____
Signature

In accordance with Articles 23 and 23A, all disciplinary grievances must also include the following completed form.

CONFIRMATION OF FORUM

I wish to submit the attached grievance under Article 23A, Grievance Procedure and Article 23, Arbitrations of Disciplinary Action, appealing my demotion, suspension or discharge effective on _____ and pursuant to Article 23, Section 4 of the Agreement between the Alliance and the Commonwealth of Massachusetts dated _____. I understand that if I appeal this disciplinary action to any other forum, excluding the Labor Relations Commission, my grievance shall be considered withdrawn. I confirm that I have not initiated any other appeal of this disciplinary action.

DATE _____ EMPLOYEE SIGNATURE _____ UNION REPRESENTATIVE SIGNATURE _____