

Unit C

**APPENDIX B**

Step # \_\_\_\_\_ Union & Local # \_\_\_\_\_ Bargaining Unit # C

**GRIEVANCE REPORT**

Grievant(s): \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Agency: \_\_\_\_\_  
Facility/Region: \_\_\_\_\_ Work Location: \_\_\_\_\_  
Agency Start Date (if known): \_\_\_\_\_ Manager: \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
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 Signature                      Date

In accordance with Articles 22 and 23, all disciplinary grievances must also include the following completed form.

<b>WAIVER OF RIGHT TO APPEAL DISCIPLINARY ACTION</b>		
I wish to submit the attached grievance under Article 23, Grievance Procedure and Article 22, Arbitration of Disciplinary Action, appealing my demotion, suspension or discharge effective on _____ and pursuant to Article 22, Section 4 of the Agreement between the NAGE and the Commonwealth of Massachusetts dated _____. I hereby waive any and all rights to appeal this disciplinary action to any other forum including the Civil Service Commission. I have not initiated any other appeal of this disciplinary action.		
DATE	EMPLOYEE SIGNATURE	UNION REPRESENTATIVE SIGNATURE