

APPENDIX B

Step # _____ Union & Local # _____ Bargaining Unit # D

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.

WAIVER OF RIGHT TO APPEAL DISCIPLINARY ACTION		
<p>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 _____ 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.</p>		
DATE	EMPLOYEE SIGNATURE	UNION REPRESENTATIVE SIGNATURE