

INSTITUTIONAL UNIT GRIEVANCE FORM

SEE INSTRUCTIONS ON BACK

Complete instructions for initiating a grievance and requirements for use of this form are found in Article 9, Grievance Procedure, State of Michigan and AFSCME contract.

DEPARTMENT (Agency)	GRIEVANCE NO.
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THIS IS A DIRECT APPEAL TO: STEP 1 STEP 2 STEP 3 STEP 4

NAME	CLASS AND LEVEL	SOCIAL SECURITY NO.	SHIFT
DATE AND WHERE DISPUTE OCCURRED	CONTRACT PROVISION(S) Article(s)		Section(s)

EMPLOYEE'S STATEMENT OF GRIEVANCE

A JUST AND FAIR SOLUTION TO MY GRIEVANCE IS

	GRIEVANT'S SIGNATURE
DATE GIVEN SUPERVISOR	RECEIVED
REPRESENTATIVE'S NAME	REPRESENTING Local _____, AFSCME COUNCIL 25

STEP 1 -- SUPERVISOR'S ANSWER

SUPERVISOR'S SIGNATURE	DATE GIVEN STEWARD AND GRIEVANT
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GRIEVANT'S NOTICE OF APPEAL TO THE NEXT STEP

This answer is not satisfactory. My reason for appealing is:

GRIEVANT'S SIGNATURE	DATE	
ADDRESS	CITY	ZIP

U11-1

NOTE: Type or use ballpoint so all copies are legible. These directions are intended as a guide. Please refer to Article 9, Grievance Procedure.

WHO

DOES WHAT

Grievant

Fills out **all** of the information blanks at top of form, immediately above Step 1 Supervisor's answer.

Gives packet to Step 1 Supervisor.

Grievances involving demotion, suspension or discharge are appealable directly to Step 3 by forwarding the WHITE copy of the OSE/U11-1 to the designated Step 3 Official. Copies of grievances appealed directly to Step 3 shall be concurrently sent to the Agency Personnel Officer by the Grievant or Union.

Step 1 Supervisor

Calls Agency Personnel Office for Grievance Number and places number on form.

Initials form next to date to indicate receipt of grievance, and gives GOLD copy to grievant.

Schedules and conducts Step 1 Conference in accordance with Agreement.

After Conference, writes answer in section entitled "Step 1 Supervisor's Answer" in accordance with Agreement.

Distributes copies as follows:

PINK — Union Representative
CANARY — Retains for File
GREEN — Grievant
WHITE — Grievant

Grievant

If not satisfied with Step 1 answer, completes section entitled "Grievant's Notice of Appeal to Step 2."

Forwards WHITE copy to Step 2 Official.

Retains GREEN copy for files.