

UAW-LOCAL 6000 GRIEVANCE FORM

GRIEVANCE NO.

DEPARTMENT (AGENCY)

CLASS & LEVEL

WORK ADDRESS

SOCIAL SECURITY NUMBER

NAME(S)

ADDRESS

STEP 1: COMPLAINT DISCUSSED WITH SUPERVISOR
(Date and Time)

DATE OF SUPERVISOR'S ORAL ANSWER

GENERAL NATURE OF COMPLAINT

GRIEVANT'S SIGNATURE

STEWARD'S SIGNATURE

SUPERVISOR'S SIGNATURE

THIS IS A DIRECT APPEAL TO

STEP 2

STEP 3

STATEMENT OF GRIEVANCE

FACTS (WHO, WHAT, WHEN, WHERE)

CONTRACT SECTIONS VIOLATED

RELIEF SOUGHT

GRIEVANT'S SIGNATURE

DATE APPEALED

DESIGNATED REP'S NAME AND ADDRESS

STEP 2 ANSWER (Be Specific)

DATE GRIEVANCE RECEIVED

DATE GRIEVANCE MEETING

SIGNATURE

DATE GIVEN/MAILED

GRIEVANCE SETTLED
SEE ATTACHED SETTLEMENT

DATE RECEIVED

UNION USE ONLY

Resolved by Step 2 Answer

Withdrawn

To Be Appealed To Step 3

UAW DESIGNATED REP'S SIGNATURE

DATE

REP'S TELEPHONE NUMBER

OSE/UAW-1 (R3/87)

Complete instructions for initiating a grievance and requirements for use of this form are found in Article 8, Grievance Procedure, UAW and State of Michigan contract. Attach additional sheets if necessary. Instructions on back.

UAW-1

NOTE: Type or use ball point so all copies are legible.

Step 1 (Oral)

Employee: **A grievance must be filed within the time limits provided in Article 8.**

Grievances concerning demotion, suspension or discharge can be filed directly to Step 3.

To initiate a grievance to Step 1, the employee raises the dispute (with or without the UAW Steward) orally with his/her supervisor within ten (10) week days of the occurrence giving rise to the complaint.

Step 1 Supervisor: The grievant's Supervisor meets and discusses the grievance with the grievant and/or steward.

Within five (5) week days of the discussion the Supervisor gives his oral answer to the grievant.

Employee/UAW Steward: **If the employee is not satisfied with the Supervisor's oral answer, the Step 1 portion of the grievance form is completed and presented to the Step 1 Supervisor.**

The grievant, the Steward (where applicable) and Supervisor sign the form as a necessary step in the grievance procedure.

The Steward may then appeal the grievance to Step 2 within the applicable time limits.

Distribute copies as follows:

WHITE	— Union	Are forwarded to Step 2
YELLOW	— Union	Employer Rep. for appeal
PINK	— Union	
GOLD	— Supervisor	

Step 2

Employee/UAW Steward **The Steward completes the written grievance and presents it to the designated Employer Representative.**

Step 2 Employer Rep.: The Step 2 Employer Representative meets with the grievant and Union Representative and issues a written answer within ten (10) week days of presentation of the step 2 written grievance.

If the grievance relief is being granted or denied, the response should be provided on this form.

If the terms of a settlement are agreed upon, check "Grievance Settled" under the Employer Representative's signature. The settlement should be provided on the Terms of Settlement, OSE-3. Distribute copies as provided on the form.

Union **The Union indicates on the grievance whether the grievance has been resolved, withdrawn or is to be appealed to Step 3.**

If the grievance is to be pursued, it must be appealed to Step 3 within ten (10) week days of receipt of the Employer's Step 2 Answer.

Distribute copies as follows:

WHITE	— Union
YELLOW	— Employer Rep.