

GRIEVANCE WORK SHEET

GRIEVANCE # _____

GRIEVANT(S) _____

DATE OF OCCURRENCE: _____

SUBJECT: _____

PRE-GRIEVANCE DISCUSSION

Date: _____

Discussed with: _____

STEP 1 SUBMISSION

Deadline (see your contract) : _____

Submitted to: _____

Submitted by: _____

Date submitted: _____

STEP 1 RESPONSE

Deadline for response (see your contract): _____

Meeting held? (yes/no): _____

Meeting date: _____

Meeting with: _____

Date of response: _____

STEP 2 SUBMISSION

Deadline (see your contract): _____

Submitted to: _____

Submitted by: _____

Date submitted: _____

STEP 2 RESPONSE

Deadline for meeting: _____

Date of meeting: _____

Meeting with: _____

Alternative dispute resolution: (yes/no) _____

Date of alternative procedure: _____

Deadline for response: _____

Date of response: _____

STEP 3 SUBMISSION

Deadline (see your contract): _____

Submitted to: _____

Submitted by: _____

Date submitted: _____