

CWA Grievance form for Operations Bargaining Unit

Local: _____ AT&T: _____ Lucent: _____ Avaya: _____ Other: _____

Grievance Numbers:

Local: _____ C&T: _____ Company: _____

Incident Date: _____ / _____ / _____ Grievance Filed: _____ / _____ / _____

Grievant Name: _____ SSN: _____

Contractual Job Title: _____ NCS Date: _____ / _____ / _____

ORG: _____ Rate of Pay/Wage Level: \$ _____

Work Location: _____ City / State: _____

Work Phone: _____ Home Phone: _____

Steward: _____ Work Phone: _____

Contract Articles (if any) _____

Issue or Condition Creating the Grievance:

Remedy Sought:

and made whole

<u>Date Meeting Requested</u>	<u>Date Meeting Held</u>	<u>In Attendance at meeting</u>	<u>Date of Company Written Response</u>
		Union	Company
Step 1*		_____	_____
		_____	_____
_____ / _____ / _____	_____ / _____ / _____		_____ / _____ / _____

*Step 1 may be waived only by parties hearing Step 2 grievances (Art.9.2)

Release of Personnel and / or Medical Records

I, _____, the undersigned, do hereby grant permission for all Union Representatives involved to examine, review and obtain copies, when necessary, or any and all portions of my personnel and / or medical records maintained by the Company, which are necessary to process a grievance on my behalf.

I understand all information and discussions of a personal nature pertaining to these records or copies of same will be held in strict confidence unless otherwise stated by me.

Signed: _____ Date: ____/____/____

I. Facts

A clear statement of exactly what happened that caused the grievance. True facts, not opinion:

II. Relevant Contract Provision

Cite the contract provision which is under dispute or state the practice which is under debate. Cite actual contract language, if possible.

III. Company Position

What is the argument against the grievance at prior steps of the grievance procedure?

IV. Union Position

What is our argument for the grievance at prior step of the grievance procedure?

V. Discussion and Recommendation

Why do you feel this case should go to the Third Step and how can the Union best win the dispute?

Signed: Local President _____

The background information should include some reference to the following:

- A. What happened on both sides during the grievance meetings? Grievance forms and grievance meeting minutes will satisfy this request; however, if an important point is missed, it should be highlighted.
- B. If there is a past practice involved, describe past practice and cite any previous use of the disputed practice; document it, if possible.
- C. Is bargaining history relevant to the grievance? If so, document this and include it in the file.
- D. In cases where witnesses are of value, you should obtain statements or affidavits from all involved.
- E. Make note of the fact if a grievant of the Local has filed a charge with EEOC, NLRB, FEPC or any other government agency.
- F. Be sure to include all personnel and medical records, if relevant.
- G. In cases involving occupational health and safety, be sure to document all scientific or technical aspects related to the issue. If this requires such things as the testing of hazardous substances, it should be pursued and included in the file.
- H. Make formal request for all information the local deems relevant to assist in processing the grievance.
- I. Case files need all possible evidence and grievance meeting minutes in order to be complete. Please investigate the grievance fully and include all data and information which you deem necessary and pertinent.