

TAB C

GRIEVANT UPDATE INSTRUCTIONS

(A copy of this sheet should be provided to each grievant for whom an information sheet is filled out.)

You are a grievant in a pending grievance against your employer. It may be necessary to contact you as the grievance moves through the various steps of the grievance/arbitration process. For that reason it is important that you keep the Union informed when you changed your address, phone number(s), email address, or other similar pertinent information. Please be certain to notify your Local Union with any changes in this information. In addition, if a request has been made by your Local to CWA District 4 to arbitrate the grievance in which you are a grievant, you must also notify District 4 of such changes. Send such information in writing to:

CWA District 4 at:

20525 Center Ridge Road, Room 700
Cleveland, Ohio 44116
Attention: Sally Zaccagnini

Unless you keep the Union so informed, the Union may not be able to contact you when it is necessary to do so in relation to the grievance.