

APPENDIX H

GRIEVANCE FORM

\_\_\_\_\_ COLLEGE

Grievance Number: \_\_\_\_\_

**Initially filed on:** \_\_\_\_\_

Step I \_\_\_\_\_ Filed on: \_\_\_\_\_

Step II \_\_\_\_\_ Filed on: \_\_\_\_\_

Step III \_\_\_\_\_ Filed on: \_\_\_\_\_

Step IV \_\_\_\_\_ Filed on: \_\_\_\_\_

Step V \_\_\_\_\_ Filed on: \_\_\_\_\_

Grievant(s) \_\_\_\_\_

Title(s) \_\_\_\_\_

Filed on behalf of \_\_\_\_\_

**Statement of Grievance**

Written statement reciting the event or occurrence upon which the alleged grievance is based. (*Describe what happened*).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When and Where Grievance Occurred**

(Give date, day, time and location).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX H – (Continued)

Specifice Provision(s) Breached

Give contract Article, Sections and explanation if necessary.

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Any and all other articles and laws that may apply.

Relief or Remedy Sought

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Grievant(s) to be made whole and any other remedy deemed appropriate.

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Signature of Grievant(s) \_\_\_\_\_ Date: \_\_\_\_\_

(Mandatory)

Signature of Union Steward \_\_\_\_\_ Date: \_\_\_\_\_

(Optional)

Received by: \_\_\_\_\_ at Step \_\_\_\_\_ on \_\_\_\_\_.