



**Grievance Information Sheet**

Local 3204

Ph 404 688-1256

Fax 404 688-6236

***This document will not save to your computer! You must print it out, SIGN IT, and fax it to the Union!***

Grievant's Name: \_\_\_\_\_ Member? \_\_\_\_\_ Grievance # \_\_\_\_\_ UID: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_\_ Date called/faxed: \_\_\_\_\_ Last 4 digits of SS# \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home TN \_\_\_\_\_ Wk TN \_\_\_\_\_ Cell/Pager TN \_\_\_\_\_

Home Email \_\_\_\_\_ Work Email \_\_\_\_\_

Company \_\_\_\_\_ Dept \_\_\_\_\_

Work Location \_\_\_\_\_ Floor: \_\_\_\_\_

Job Title \_\_\_\_\_ Seniority Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Normal Working Hours \_\_\_\_\_

1st line Supervisor \_\_\_\_\_ TN \_\_\_\_\_

2nd line Supervisor \_\_\_\_\_ TN \_\_\_\_\_

District Manager \_\_\_\_\_ TN \_\_\_\_\_

Work Location \_\_\_\_\_

If you were disciplined, what level? Counseling \_\_\_\_ Warning \_\_\_\_ Suspension/LILO Suspension \_\_\_\_ Termination \_\_\_\_

Nature of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Selection Grievance Requisition # \_\_\_\_\_

***\*\*To be filled out by the Local\*\****

Date assigned to Union Rep \_\_\_\_\_ Name of Steward Assigned \_\_\_\_\_

Date of Informal Meeting \_\_\_\_\_ Date submitted for Request of Formal Meeting (submitted 3G3s) \_\_\_\_\_

Date of Formal Meeting \_\_\_\_\_

Date assigned to CVP \_\_\_\_\_ CVP Assigned: \_\_\_\_\_



I hereby give consent to the inspection by any authorized Union Representative of any records kept by the Company which may affect the conditions of my employment, which may include Security Reports, Medical Records, Opinions, Police Reports, Court Records or Reports, or any other information which may be relevant and necessary to allow the Union to protect my rights under the Working Agreement between the Union and the Company. This authorization is given in accordance with the existing agreement between the Union and the Company.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_