



City of Boston  
 Office of Labor Relations  
 1 City Hall Plaza  
 Room 624  
 Boston, MA 02201  
 (617) 635-4525



## AFSCME Council 93 Citywide Official Grievance Form

Date: \_\_\_\_\_

**Instructions:** Prepare, date and sign grievance form. The Union should retain a copy. At each succeeding step, a copy should be retained by the hearing officer, and, if the grievance remains unsettled, a copy should be forwarded to the Office of Labor Relations for a hearing at its level. When answered by this office, a copy will be sent to both the Union and the Department involved.

(Note: It is very important that the answer at each step be dated when written. Also, the grievance itself should be dated. If the time limits at any step of the grievance procedure are waived, it should be noted in the space provided and signed by both parties)

Name of Aggrieved Employee: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Title and Compensation Grade: \_\_\_\_\_

Department & Division Where Employed: \_\_\_\_\_

Name of Employee Organization \_\_\_\_\_

Article and Section of the contract which has been violated: \_\_\_\_\_

**Grievance:** State the facts (including date/s) on which his/her grievance is based: \_\_\_\_\_

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

**Remedy:** \_\_\_\_\_

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

Signed \_\_\_\_\_

Aggrieved Employee

Date \_\_\_\_\_

Signed \_\_\_\_\_

Union Representative

Step# 1 - The Union Representative with or without the aggrieved employee shall present the grievance orally to the employee's immediate supervisor outside the bargaining unit, who shall attempt to adjust the grievance informally.

First Step Response: The grievance was first presented to me Orally \_\_\_\_\_ In Writing \_\_\_\_\_

On \_\_\_\_\_ and: Remains Unsettled \_\_\_\_\_ Has Been Adjusted \_\_\_\_\_  
(Insert date when facts of grievance were first stated to Supervisor)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee's immediate supervisor)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Union Representative)

Waiver Form: The time limits for submission to Step# 2 have been extended for a period

Of \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Supervisor outside of bargaining unit) (Union Representative)

Step #2: If the grievance is not settled at Step #1, it shall be presented in writing to Appointing Authority or his/her delegate in the Department in which the aggrieved employee serves within fourteen (14) calendar days of the written submission of the grievance to the employee's supervisor, or seven (7) calendar days after the supervisor's step #1 answer is received, or it shall be waived. The Appointing Authority or his/her delegate shall hold a step #2 hearing on the grievance within fourteen (14) calendar days after he/she received it and shall issue a written answer thereto within seven (7) calendar days after the hearing has been completed.

Second Step Response: The grievance was submitted to me on \_\_\_\_\_  
My response is as follows: \_\_\_\_\_ (date received by Appointing Authority)

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

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Appointing Authority or Delegate)

The response of the Appointing Authority is sufficient \_\_\_\_\_ is not sufficient \_\_\_\_\_ to settle this grievance.

Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
(Union Representative)

Waiver Form: The time limits for submission to step# 3 have been extended for a period

Of \_\_\_\_\_ Date Signed \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Supervisor outside of bargaining unit) (Union Representative)

Step #3: If the grievance is not satisfactorily resolved at Step #2, the grievance may be submitted to the City's Office of Labor Relations within seven (7) calendar days of the Union's receipt of the Step #2 response or within thirty (30) calendar days after the grievance has been presented in writing at Step #2, or it shall be waived. A Step #3 hearing shall be held within twenty-one (21) calendar days of the receipt of the Union's submission to Step #3. Conducting the hearing shall be one or more of the staff of the Office of Labor Relations. In addition, the City's Committee to hear grievances may include such other persons as the Office of Labor Relations may from time to time designate. The City shall issue an answer to the grievance within fourteen (14) calendar days of the Step #3 hearing.