APPENDIX F

Step # _____ Union & Local # _____ Bargaining Unit # ____

GRIEVANCE REPORT

Grievant(s): _____ Soc. Sec. #: _____
Job Title: _____ Agency: _____
Facility/Region: _____ Work Location: _____
Agency Start Date (if known): _____ Manager: _____
Employer is in violation of Article(s) _____
and other relevant provisions of the Agreement.

STATEMENT BY GRIEVANT OR UNION

The "'statement" should include: (1) nature of the contract violation; i.e., what action did the Employer take, or fail to take, which violated the Contract; (2) the date(s) of the violation and, where appropriate as in promotions, demotions, transfers, reassignments, etc., the relevant title(s) and work location(s). (Use additional sheets of paper, if necessary.)

_____
_____
_____
_____

RELIEF OR REMEDY SOUGHT

_____
_____
_____

_____ _____ _____ _____
Grievant's Signature Date Steward/Union Representative Signature Date

In accordance with Articles 23 and 23A, all disciplinary grievances must also include the following completed form.

CONFIRMATION OF FORUM

I wish to submit the attached grievance under Article 23A, Grievance Procedure and Article 23, Arbitrations of Disciplinary Action, appealing my demotion, suspension or discharge effective on _____ and pursuant to Article 23, Section 4 of the Agreement between the Alliance and the Commonwealth of Massachusetts dated _____. I understand that if I appeal this disciplinary action to any other forum, excluding the Labor Relations Commission, my grievance shall be considered withdrawn. I confirm that I have not initiated any other appeal of this disciplinary action.

_____ _____
DATE EMPLOYEE SIGNATURE UNION REPRESENTATIVE SIGNATURE