



NCEU GRIEVANCE COMPLAINT FORM

GRIEVANCE #: _____

Date: _____

GRIEVANCE REPORT

Grievant's Name: _____ Job Title/Grade: _____

Department: _____ Facility: _____

Employer is in violation of Contract Article(s)/Section(s)

and other relevant provisions of the Contract.

STATEMENT BY GRIEVANT OR UNION

RELIEF OR REMEDY SOUGHT

Grievants Signature

Date

Union Representative Signature

Date

Article #5

GRIEVANCE PROCEDURE

STEP #1 INFORMAL MEETING.....Date _____ Time _____ am/pm

The parties agree that the grievant and the Unit Superintendent, or designee, shall meet within five (5) working days of the grievance or reasonable knowledge of its occurrence, in an informal manner, at which time all parties involved in the grievance shall attempt to adjust the matter. In the event that it cannot be resolved, the grievant shall present it, in accordance with Step #2 of this procedure.

Signed: _____ Unit Superintendent/Designee

STEP #2 ASSISTANT SUPERINTENDENT.....Date _____ Time _____

The grievant shall present the grievance to the designated Assistant Superintendent, or designee, within ten (10) working days of the date on which the informal meeting was held. If no answer is issued within 5 working days of the step 1 filing and no extension of time has been agreed to the Union may then appeal the matter to step 2 within 5 working days.

The written grievance shall contain a statement of the grievance, the facts involved, the specific provisions of the Agreement alleged to be violated and the remedy requested. The Assistant Superintendent shall attempt to adjust the dispute and render a decision in writing, stating the basis for his decision, within ten (10) working days from receipt of said grievance.

In no case shall the officer in charge receiving the grievance be the officer involved in the grievance. In the event that the grievance involves the officer in charge, it shall be submitted to the officer's next superior.

Signed: _____ Assistant Superintendent/Designee

STEP #3 SHERIFFDate _____ Time _____

If the grievance has not been resolved or if the superior officer or next superior officer has failed to render a decision within the time provided, the grievant may present it in writing to the Sheriff within ten (10) working days from receipt of the decision at step 2, or the expiration of time when such decision was due, whichever is later.

The Sheriff, or his designee, shall render a decision in writing on the grievance stating the basis for such decision within ten (10) working days from the date it was submitted to him.

Signed: _____ Sheriff of Hampden County/Designee