



# ACT Official Grievance Form

Chapter Name:

Chapter Number:

Date Received

(MM/DD/YYYY)

## INFORMAL STEP — Shop Steward Completes This Section ( See ACT Official Grievance Form Instructions on Last Page)

1. Grievant's Name ( <i>last, first, middle initial</i> )		2. Grievant's Telephone No. ( <i>Include area code</i> )	
3. Seniority Date ( <i>MM/DD/YYYY</i> )	4. Status ( <i>Check one</i> ) Fulltime                      Indefinite                      Temp		5. Grievant's Employee Identification Number
6. Work Section Location		7. Work Telephone No.	
8. Cell Phone No.	9. ACT Grievance No.	10. Incident Date ( <i>MM/DD/YYYY</i> )	11. Date Discussed With Supervisor ( <i>Filing date</i> )
12a. MSPB Appeal?    Yes                      No		12b. EEO Appeal?    Yes                      No	
13a. Supervisor's Printed Name, Initials, and Telephone No.		13b. Steward's Printed Name, Initials, and Telephone No.	

## FORMAL STEP 1 — Parties Complete This Section (See ACT Official Grievance Form Instructions on Last Page)

14. Mgmt. Grievance No.: Obtain prior to Formal Step 1 meeting.

15. Issue Statement: Provide contract provision(s) and frame the issue(s).

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16. Undisputed Facts: List and attach **all** supporting documents. Use additional paper if necessary.      Attachments?      No      Yes      Number \_\_\_\_

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17. **UNION'S** full, detailed statement of disputed facts and contentions: List and attach **all** supporting documents. Use additional paper if necessary.      Attachments?      No      Yes      Number \_\_\_\_

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18. **MANAGEMENT'S** full, detailed statement of disputed facts and contentions: List and attach **all** supporting documents. Use additional paper if necessary.      Attachments?      No      Yes      Number \_\_\_\_

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19a. Union Representative: Enter the remedy requested by the Union.

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19b. Settlement Offer: List any settlement offers by either party on page 3.

20. Disposition (*Check one*)     Resolved     Withdrawn     Not Resolved      Date of Formal Step 1 Meeting (*MM/DD/YYYY*)

21a. Mgmt. Representative's Name	21b. Telephone No. ( <i>Include area code</i> )
21c. Mgmt. Representative's Signature	21d. Date ( <i>MM/DD/YYYY</i> )
22a. ACT Representative's Name	22b. Telephone No. ( <i>Include area code</i> )
22c. ACT Representative's Signature	22d. Date ( <i>MM/DD/YYYY</i> )

ACT Official Grievance Form Step #



# ACT Official Grievance Form Instructions

If the initial filing discussion between the steward (and/or employee) and the supervisor at Informal Step does not resolve the grievance, the union steward may appeal the grievance by:

- Completing the Informal Step section at the top of page 1;
- Obtaining the supervisor's initials in Item 13; and
- Forwarding the form along with all relevant documents that were shared and discussed at the Informal Step meeting to Union and management Formal Step 1 representatives (**Contractual Time LIMITS**) of the discussion.

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## Item Explanation

- 1-9 Self-explanatory. All items are essential.
- 10 Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event.  
Enter the date the employee and/or the union first discussed the grievance with the immediate supervisor at the Informal Step. **Some of the**
- 11 **contracts may differ.**  
Determine whether the grievant has filed an MSPB appeal on the same issue. Indicate "yes" or "no." Determine whether the
- 12a grievant has filed an EEO appeal on the same issue. Indicate "yes" or "no."
- 12b To be completed by supervisor, whose printed name and initials confirm the date of the Informal Step discussion. To be completed by
- 13a steward, whose printed name and initials confirm the date of the Informal Step discussion.

## Item Explanation **{NOTE: For Grievance steps past FORMAL Step 1 just add more Step(s) on a NEW PAGE(s)}**

- 14 Management Representative: Obtain the Grievance Tracking Number from the LRS before the Formal Step 1 meeting. If necessary, call HRO / LRS for assistance. Record Grievance Tracking Number.
- 15 Frame the issue statement in the form of a question. For example:
- Was there just cause for the letter of warning dated 7/15/2011 issued to the grievant for unsatisfactory work performance, and if not, what is the appropriate remedy?
  - Did management violate (**What GRIEVANCE ARTICLE**) when the grievant was required to work overtime on 8/15/2011, and if so, what is the appropriate remedy?
  - List specific contractual / statute / regulation provisions that apply to the grievance. If discipline is involved:
- Always indicate the type of discipline (letter of warning, 7-day suspension, indefinite suspension, etc.) in the issue statement.
- The Union steward may write a suggested issue in Item 15 when appealing to Formal Step 1. The parties at Formal Step 1 are responsible for defining the issue as they see fit.

**Note:** **If the grievance is resolved at Formal Step 1, skip to Item 20, note the principles of the agreement, and complete items 21-22. If the grievance is not resolved at Formal Step 1, complete Items 16 through 22.**

- 16 Management and / or Union Representative: List all relevant facts not in dispute.
- 17 Union Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining the Union's position on the grievance.
- 18 Management Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining managements' position on the grievance.
- 19a Union Representative: Enter the remedy requested by the Union.
- 19b Management and/or Union Representative: On page 3, list any settlement offers made at Formal Step 1.
- 20 Management and/or Union Representative: Note whether the case is resolved, withdrawn, or not resolved. If resolved, note the principles of the agreement.
- 21-22 Formal Step 1 parties must enter names, telephone numbers, signatures, and date form is completed.