

CWA GRIEVANCE FORM FOR AT&T OPERATIONS BARGAINING UNIT

Local **1153**

Grievance Numbers :

Local _____ C&T _____ Company _____

Incident Date ___/___/___ Grievance Filed ___/___/___

Grievant (s) Name (s) _____ SSN _____ - _____ - _____

Contractual Job Title _____ NCS Date ___/___/___

ORG _____ Rate of Pay / Wage Level \$ _____

Work Location _____ City / State _____

Work Phone # _____ Home Phone # _____

Steward _____ Work Phone # _____

Contract Articles (if any) _____

Issue or Condition Creating the Grievance _____

Remedy Sought _____

Date Meeting Requested	Date Meeting Held	In Attendance at meeting	Date of Company Written Response
-------------------------------	--------------------------	---------------------------------	---

<u>Step 1 *</u>	<u>Union</u>	<u>Company</u>
___/___/___	_____	_____

*Step 1 may be waived only by parties hearing Step 2 grievances (Art. 9.2)

<u>Step 2 *</u>	<u>Union</u>	<u>Company</u>
___/___/___	_____	_____

*Step 2 may be waived only by parties hearing Step 3 grievances (Art. 9.2)

Step 3 Appeal Notification sent to _____ on ___/___/___

Final Disposition _____

I. FACTS

A clear statement of exactly what happened that caused the grievance. True facts, not opinion.

II. RELEVANT CONTRACT PROVISION

Cite the contract provision which is under dispute , or state the **past practice** which is under debate. Cite actual contract language, if possible.

III. COMPANY POSITION

What is the argument **against** the grievance at prior steps of the grievance procedure?

IV. UNION POSITION

What is our argument **for** the grievance at prior steps of the grievance procedure?

V. DISCUSSION AND RECOMMENDATION

Why do you feel this case should go to Third Step and how can the **UNION** best win the dispute?

Signed : Local President _____

The background information should include some reference to the following:

- A. What happened on both sides during the grievance meetings? Grievance forms and grievance meeting minutes will satisfy this request ; however , if an important point is made, it should be highlighted.
- B. If there is a past practice involved, describe past practice and cite any previous use of the disputed practice; document it, if possible.
- C. Is bargaining history relevant to the grievance? If so, document this and include it in the file.
- D. In cases where witnesses are of value, you should obtain statements or affidavits from all involved.
- E. Make notice of the fact if the grievant or the Local has filed a charge with EEOC, NLRB, FEPC, or any other government agency.
- F. Be sure to include all personnel and medical records, if relevant.
- G. In cases involving occupational health and safety, be sure to document all scientific or technical aspects related to the issue. If this requires such things as the testing of hazardous substances, it should be pursued and included in the file.
- H. Make formal request for all information the Local deems relevant to assist in processing the grievance.
- I. Case files need all possible evidence and grievance meeting minutes in order to be complete. Please investigate the grievance fully and include all data and information which you deem necessary and pertinent.