

LOCAL 213 OF THE I.B.E.W.

GRIEVANCE REFERRAL AND RECORD OF VERBAL PROCEEDINGS

PART I - REFERRAL TO UNION REPRESENTATIVE:

I, _____, hereby refer the following grievance against _____ for processing.
(Name of Griever) (Name of Employer) (Name of Union Representative)

(a) The Employer has contravened the following provisions contained in an act, regulations or collective agreement:

Table with 2 columns: Name of Act, Regulations or Collective Agreement; Article, Clause or Section Number(s)

(b) The following is a description of the remedies and/or damages sought:

PART II - RECORD OF STAGE 1 PROCEEDINGS:

- (a) Time: _____ and date: _____ of meeting [] or telephone call [].
(b) Name: _____ and job title: _____ of Employer's representative.
(c) Name: _____ and phone number: _____ of Shop Steward, if present.
(d) Description of Employer's response: _____

_____ (Date) _____ (Griever's Signature)
_____ (Union Representative's Signature) _____ (Griever's Telephone Number)

