



Employee Name

Position Title

District/Division/Office/Bureau

Union Representative

Statement of Grievance (Include Citation(s) of Alleged Violations):

Relief Requested:

Step 1 (Oral Discussion By Employee or Union Representative with Immediate Supervisor):

"We the undersigned have discussed this matter orally on the date noted below and were unable to resolve the grievance"

Date Discussed

Immediate Supervisor

Employee or Union Representative

Step 2 (Director/District Engineer/Bureau Chief or Designee):

"My grievance, as stated above, remains unresolved and is herewith submitted for your review"

Date Submitted

Employee or Union Representative

Date of Meeting (If meeting held)

Employer Response:

Date

Director/District Engineer/Bureau Chief or Designee

Employee or Union Representative

Accepted

Rejected

Step 3 (Secretary of Transportation or Designee):

"My grievance remains unresolved and is herewith submitted for your review."

Date Submitted

Employee or Union Representative

Employer Response:

Date

Secretary of Transportation or Designee

Employee or Union Representative

Accepted

Rejected

Step 4 (Union Employer Grievance Committee/Arbitration):

- (a) If the grievance remains unresolved or is unsatisfactory after receiving the response of the Secretary of Transportation or Designee, the Union may, by written notice to the Department of Central Management Services, Office of Labor Relations, request a review of the grievance by the Union-Employer Grievance Committee.
- (b) If the 4(a) response remains unsatisfactory or the grievance is not resolved, the Union may appeal the grievance to arbitration.