



# Communications Workers of America

## Local 3672

### Grievance

Grievant Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Department \_\_\_\_\_ District \_\_\_\_\_  
 Job Title \_\_\_\_\_ Seniority Date \_\_\_\_\_

Date of Occurrence or Knowledge of Occurrence \_\_\_\_\_  
 \_\_\_\_\_

Exact Nature of Grievance \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### General

Specific Articles Challenged \_\_\_\_\_  
 and any other applicable section the true intent and meaning and the failure of the company to exercise its obligations thereunder \_\_\_\_\_  
 Remedy Sought \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Grievant's \_\_\_\_\_ Steward's \_\_\_\_\_  
 Signature \_\_\_\_\_ Signature \_\_\_\_\_

#### First Step

First Step Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Grievant Present \_\_\_\_\_ Steward, If Present \_\_\_\_\_  
 Company Representative(s) \_\_\_\_\_  
 Present \_\_\_\_\_

Company's Response Given \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

#### Appeal

Appeal of Company's First Step Response \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Appeal Received by Company Representative \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

#### Second Step

Second Step Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Grievant Present \_\_\_\_\_ Steward Present \_\_\_\_\_  
 Company Representative(s) \_\_\_\_\_  
 Present \_\_\_\_\_ Others Present \_\_\_\_\_  
 Company Response (to be written by company) \_\_\_\_\_  
 \_\_\_\_\_

Company Representative's Signature \_\_\_\_\_  
 Company Response Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Response Received \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Distribution: One copy to supervision for Company's response  
 Signed copies to Union President and CWA Staff Representative