

**Communications Workers of America**

Local 3672

In the event no agreement is reached at the informal discussion of the Grievance, this Worksheet may then be used and completed for the information of the Local President or his designee responsible for requesting a meeting and filing a Grievance at the Second Level. It is not intended that records be prepared or kept on those grievances settled by informal discussion.

Grieving Party \_\_\_\_\_ Seniority Date \_\_\_\_\_ N.C.S \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ (Home) \_\_\_\_\_ (Office)

Department \_\_\_\_\_ Work Location \_\_\_\_\_ Job Title \_\_\_\_\_

Supervisor Involved \_\_\_\_\_ Contract Article Involved \_\_\_\_\_

Date of Incident \_\_\_\_\_ Date of Informal Meeting with Company Rep. \_\_\_\_\_

Union Steward \_\_\_\_\_ Company Representative \_\_\_\_\_

Grievant(s) if any attending,-

\_\_\_\_\_

Detailed explanation of incident or condition and pertinent facts from informal meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Settlement was demanded?

\_\_\_\_\_  
\_\_\_\_\_

What did Company Offer?

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Union Representative)

(Note: Use back of Page if necessary)