



ENVOY PASSENGER SERVICE GRIEVANCE FORM

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| | | GRIEVANCE # | YEAR: |
| EMPLOYEE NAME: | EMPLOYEE NO. | AGENT CLASSIFICATION: | LOCATION: |

STATEMENT OF GRIEVANCE

| | | |
|--|---|---------------------|
| DATE GRIEVANCE EVENT OCCURRED: | DATE OF UNION NOTIFICATION BY MANAGEMENT: | DATE FILED: |
| DATE RECEIVED BY MANAGEMENT: | MANAGERS NAME: | MANAGERS SIGNATURE: |
| ARTICLE(S) OF CONTRACT VIOLATED: Including any and all articles of the contract, company policies, state and federal laws that apply. | | |

GRIEVANCE SUMMARY:

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| REMEDY REQUESTED: |
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I AUTHORIZE MY UNION TO EXAMINE MY EMPLOYEE FILE AND ALL FILES AND EVIDENCE RELEVANT TO THIS GRIEVANCE.

SIGNATURE EMPLOYEE: _____ STEWARD (PRINT): _____

STEP ONE DECISION:

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|---|-------------------------------------|
| DATE ISSUED BY MANAGEMENT: | DATE RECEIVED BY UNION: |
| | |
| SIGNATURE (MGMT REPRESENTATIVE) | SIGNATURE OF UNION (REPRESENTATIVE) |
| PRINT NAME (MGMT REPRESENTATIVE) | PRINT NAME (UNION REPRESENTATIVE) |
| STEP ONE: ACCEPTED: <input type="checkbox"/> APPEALED: <input type="checkbox"/> DATE FILED BY UNION: <input type="text"/> DATE RECEIVED BY MGMT: <input type="text"/> | |

STEP TWO DECISION:

| | |
|---|------------------------------------|
| DATE ISSUED BY MANAGEMENT: | DATE RECEIVED BY UNION: |
| | |
| SIGNATURE (MGMT REPRESENTATIVE) | SIGNATURE OF UNION REPRESENTATIVE: |
| PRINT NAME (MGMT REPRESENTATIVE): | PRINT NAME (UNION REPRESENTATIVE): |
| STEP TWO: ACCEPTED: <input type="checkbox"/> APPEALED: <input type="checkbox"/> DATE FILED BY UNION: <input type="text"/> DATE RECEIVED BY MGMT: <input type="text"/> | |

STEP THREE DECISION:

| | |
|---|------------------------------------|
| DATE ISSUED BY MANAGEMENT: | DATE RECEIVED BY UNION: |
| | |
| SIGNATURE (MGMT REPRESENTATIVE): | SIGNATURE (UNION REPRESENTATIVE): |
| PRINT NAME (MGMT REPRESENTATIVE): | PRINT NAME (UNION REPRESENTATIVE): |
| STEP THREE: ACCEPTED: <input type="checkbox"/> APPEALED: <input type="checkbox"/> DATE FILED BY UNION: <input type="text"/> DATE RECEIVED BY MGMT: <input type="text"/> | |