

CWA GRIEVANCE FORM FOR THE AVAYA BARGAINING UNIT

Local \_\_\_\_\_

Grievance Numbers:

Local \_\_\_\_\_ C&T \_\_\_\_\_ Company \_\_\_\_\_

Incident Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grievance filed \_\_\_\_/\_\_\_\_/\_\_\_\_

**Grievant(s) Name(s)** \_\_\_\_\_ SS# \_\_\_\_-\_\_\_\_-\_\_\_\_

Contractual Job Title \_\_\_\_\_ NCS Date \_\_\_\_/\_\_\_\_/\_\_\_\_

ORG \_\_\_\_\_ Rate of Pay/Wage Level \$ \_\_\_\_\_

Work Location \_\_\_\_\_ City/State \_\_\_\_\_

Work Phone # (\_\_\_\_) \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_

Steward \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_

**Contract Articles** (if any) \_\_\_\_\_

**Issue or Condition creating the grievance** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Remedy Sought** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Date</u>	<u>Date</u>	<u>In Attendance</u>	<u>Date of</u>
<u>Meeting</u>	<u>Meeting</u>	<u>At Meeting</u>	<u>Company Written</u>
<u>Requested</u>	<u>Held</u>	<u>At Meeting</u>	<u>Response</u>
<u>Step 1</u> *		<u>Union</u>	<u>Company</u>
____/____/____	____/____/____	_____	_____
		_____	____/____/____

\* Step 1 may be waived only by parties hearing Step 2 grievances (Art. 9.2).

<u>Step 2</u> *		<u>Union</u>	<u>Company</u>
____/____/____	____/____/____	_____	_____
		_____	____/____/____

\* Step 2 may be waived only by parties hearing Step 3 grievances (Art. 9.2).

Step 3 Appeal notification sent to \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Final Disposition \_\_\_\_\_

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Grievant's Statement \_\_\_\_\_

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(use additional pages if necessary)

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

**(Grievant must keep the Union advised of address changes)**

**RELEASE OF PERSONNEL AND/OR MEDICAL RECORDS**

I, \_\_\_\_\_, the undersigned, do hereby grant permission for all Union Representatives involved to examine, review and obtain copies, when necessary, of any and all portions of my personnel and/or medical records maintained by the Company, which are necessary to process a grievance in my behalf.

I understand all information and discussions of a personal nature pertaining to these records or copies of same will be held in strict confidence unless otherwise stated by me.

SIGNED \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

I. FACTS

A clear statement of exactly what happened that caused the grievance. True facts, not opinion.

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II. RELEVANT CONTRACT PROVISION

Cite the contract provision which is under dispute, or state the past practice which is under debate. Cite actual contract language, if possible.

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III. COMPANY POSITION

What is the argument against the grievance at prior steps of the grievance procedure?

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IV. UNION POSITION

What is our argument for the grievance at prior steps of the grievance procedure?

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V. DISCUSSION AND RECOMMENDATION

Why do you feel this case should go to the Third Step and how can the Union best win the dispute?

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**Signed: Local President** \_\_\_\_\_

The background information should include some reference to the following:

- A. What happened on both sides during the grievance meetings? Grievance forms and grievance meeting minutes will satisfy this request; however, if an important point is made, it should be highlighted.
- B. If there is a past practice involved, describe past practice and cite any previous use of the disputed practice; document it, if possible.
- C. Is bargaining history relevant to the grievance? If so, document this and include it in the file.
- D. In cases where witnesses are of value, you should obtain statements or affidavits from all involved.
- E. Make note of the fact if a grievant or the Local has filed a charge with EEOC, NLRB, FEPC or any other government agency.
- F. Be sure to include all personnel and medical records, if relevant.
- G. In cases involving occupational health and safety, be sure to document all scientific or technical aspects related to the issue. If this requires such things as the testing of hazardous substances, it should be pursued and included in the file.
- H. Make formal request for all information the Local deems relevant to assist in processing the grievance.
- I. Case files need all possible evidence and grievance meeting minutes in order to be complete. Please investigate the grievance fully and include all data and information which you deem necessary and pertinent.