

<b>STEWARD SECTION (To be completed by Steward)</b>		<b>EMPLOYEE SECTION (To be completed by Employee)</b>	
NAME _____		Print name _____	
Phone number _____	Grievance date (from page 1) _____	Phone number _____	SS # _____

**THIS EMPLOYEE STATEMENT IS PRIVILEGED  
INFORMATION FOR UNION USE ONLY.**

**INSTRUCTIONS TO EMPLOYEE: Do not give a copy of this statement to management! Detach this page and give this statement to your Union Steward!** The purpose of this statement is for you to tell why you think you have a case. Tell why you feel management has committed a violation. (Use additional sheets if needed). Attach all witness statements or other evidence that may support your claim to this sheet. Use the information provided on the back of this sheet (page 4) as a guide to help you write your grievance and gather evidence to support your claim. Be sure to work with your steward to help win your case.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_



For Office Use Only	
Date received _____	Control number _____