



# TWU-IAM Association

## Verbal Step Grievance Form



**Verbal Step:** “Any employee or group of employees who believe that they have been unjustly dealt with, or that any provision of this Agreement has not been properly applied or interpreted, may present the complaint or grievance to a representative of the Union, who in turn will discuss the matter with the employee’s immediate supervisor, within five (5) days from the time when the employee first has knowledge or should reasonably have had knowledge of the alleged contractual violation that leads to the grievance. The employee’s Supervisor will give a verbal decision to the Union Representative within three (3) days of the discussion. Verbal Step decisions are non-precedential.”

### REQUIRED Tracking Information for Verbal Step:

Grievant Name: \_\_\_\_\_ TWU/IAM: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Station: \_\_\_\_\_ Classification: \_\_\_\_\_

Presenting Union Representative Name: \_\_\_\_\_

Violation Date: \_\_\_\_\_ Article Number: \_\_\_\_\_

Presented to Supervisor/Manager Name: \_\_\_\_\_

Verbal Step Presented Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Description of the Violation:

#### Proposed Remedy:

#### List of Evidence:

*“I authorize the TWU-IAM Association, as my representative, to act on my behalf in the disposition of this grievance.”*

Grievant Signature: \_\_\_\_\_

#### REQUIRED VERBAL STEP RESPONSE INFORMATION:

Name of Responding Supervisor/Manager: \_\_\_\_\_

Date of Verbal Step Response: \_\_\_\_\_ / Time: \_\_\_\_\_

Matter resolved? Yes\_\_ No\_\_ (If NO – Reason \_\_\_\_\_)

Moved to 1<sup>st</sup> Step? Yes\_\_ No\_\_