



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 Verbal Step decisions are non-precedential.”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 1st Step? Yes__ No__