

# Step 1-2 Grievance Form

This form is for documenting facts concerning possible violation, misinterpretation, misapplication, or unfair application of any provision of the NTEA-NTPS Collective Bargaining Agreement (CBA) by NTPS.

NTEA Members and Building Representatives must read and follow the process explained in Article 42 of the CBA: Grievance.

Choose One:  Step 1: Supervisor Communication – Informal Date: \_\_\_\_\_  
 Step 2: Supervisor Communication - Formal Date: \_\_\_\_\_  
Date of Step 1 completion \_\_\_\_\_

This form completed by \_\_\_\_\_ Date \_\_\_\_\_

Are you a Building Representative?  Yes  No

Worksite:

\_\_\_\_\_

INDIVIDUAL  GROUP

## Contents of the Grievance

1. Section(s) of the CBA allegedly violated:

\_\_\_\_\_  
\_\_\_\_\_

2. Date the alleged violation occurred:

\_\_\_\_\_

3. Name(s) of the aggrieved member, a description of the way(s) the member was "injured" and how the CBA has been violated, misinterpreted or misapplied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

