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Grievance Instructions for forms used in Grievance Procedure:

REQUEST FOR GRIEVANCE: Filled out by member (Grievant)

OFFICIAL PERSONNEL RECORDS REQUEST: Filled out by member (Grievant)

REQUEST FOR UNION INVESTIGATION: Filled out by member (Grievant)

GRIEVANCE NON-PURSUE LETTER: Filled out by member (Grievant)

OFFICIAL REQUEST FOR PERTINENT INFORMATION: (Filled out by Steward at any level of procedure, but primally at start of procedure)

RECORD OF REQUEST AND INFORMAL MEETING: (Filled out by Steward at the informal step or meeting)

RECORD OF GRIEVANCE: (filled out by Steward or Local President presented to Company at 2nd level or first written step)

INSTRUCTIONS FOR APPEAL TO 3rd LEVEL: (Filled out by Local President or responsible Steward to State CWA Rep. all forms at all levels must be sent; make yourself and the Local copies to file)

FORMS TO APPEAL 2nd LEVEL TO 3rd or STATE LEVEL: (Filled out by Local President or responsible Steward) include; **FACTS PAGE(s), REELECT CONTRACT PROVISIONS, COMPANY POSITION, UNION POSITION, RECOMMENDATION TO SETTLE.**