



# GRIEVANCE PROCEDURE

## FIRST STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## SECOND STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## THIRD STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## FOURTH STEP

DATE SUBMITTED \_\_\_\_\_

STEWARD \_\_\_\_\_

ANSWER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SETTLEMENT SATISFACTORY: YES  NO

DATE \_\_\_\_\_

## ARBITRATION

DATE SUBMITTED TO ARBITRATION \_\_\_\_\_

NAME OF ARBITRATOR \_\_\_\_\_

DECISION OF ARBITRATOR (*attach copy*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_