

# 1<sup>ST</sup> STEP GRIEVANCE

Grievant's Name: \_\_\_\_\_

Grievance Number: \_\_\_\_\_

Date of Hearing; \_\_\_\_\_

.....

Your Grievance, number \_\_\_\_\_, was responded to by the company on the following date; \_\_\_\_\_

The following action was taken:

- \_\_\_\_\_ 1. It was settled on the Remedy Requested
- \_\_\_\_\_ 2. It was rejected and is being scheduled for the next step.
- \_\_\_\_\_ 3. The company requested and was granted additional time
- \_\_\_\_\_ 4. The Union requested and was granted additional time.

Reason:

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date