

TPOAM Complaint/Grievance Worksheet

Last Name _____
First Name _____
Department _____
Phone number(s) _____
Date _____ Time _____
Steward's Name _____

What is the nature of this complaint? Check the one that applies

- 1) Disciplinary meeting with Supervisor or other superior
- 2) Contract violation
- 3) Job application irregularity
- 4) Other _____

Please describe your complaint, giving date(s) and time(s) continue on back or on another sheet if needed

Who (name(s) and title(s)) have you spoken with to resolve this situation and when?

Are there any other involved parties?

Are there previous incidents connected with this complaint? If so, briefly describe and give date(s) and time(s).

What section(s) of the contract does your grievance violate?

What remedy do you propose for this? What are you seeking?