STEP I. IMMEDIATE SUPERVISOR (ORAL)

Meeting held with (Immediate Supervisor) on (date)

Oral answer received or no answer received

STEP II ADMINISTRATIVE LEVEL (WRITTEN)

A. The provision or provisions of agreement alleged to have been violated:

B. The facts which are known which are alleged to pertain to the matter:

C. The remedy desired:

Employee’s Signature: Date:

Chief Steward’s Signature: Date:

Presented to: Date:

Disposition by Administrative Head or Representative:

Date meeting held __________.
Employee’s Signatures

Administrative Head’s Signature: Date:

Disposition satisfactory: Yes ☐ No ☐

STEP III. UNIVERSITY LEVEL

Presented to: Date:

by (Union President’s Signature):