

Director
Administrative office Address
Community, State Zip Code

Date

Dear _____:

This letter constitutes a [x] Library Staff Association grievance in the matter of _____ (fill in the violation that is occurring).

The [x] Library Staff Association contends that this violates the current Collective Bargaining Agreement between the parties including but not limited to Article _____, Section _____.

The [x] Library Staff Association seeks as a remedy the immediate cessation of any and all such activity.

Please contact me at your earliest convenience to arrange a meeting on this issue.

Sincerely,

Name

Officer Title

GRIEVANCE FORM

Step 1 X _____

Step 2 _____

Step 3 _____

Nature of grievance: On or about (DATE) Employee X received notice that his employment with the ABC Library was terminated effective (DATE).

Articles/practices violated: The actions taken by the employer constitute a violation of the collective bargaining agreement including but not limited to Articles

Remedy sought: The termination be rescinded, any mention of it removed from Employee X's file, Employee X be restored to his position at the Library with full compensation for lost wages and benefits, Employee X be afforded all rights and benefits he held prior to being terminated, and Employee X otherwise be made whole.

Grievant

Date:

For the Union

Date: