



**COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO**

LOCAL 2336-DISTRICT 2-13

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**GRIEVANCE REQUEST REFERENCE SHEET** (guide for Stewards)

**DATE FIELD:** 1). SHOULD ALWAYS BE WITHIN 30 DAYS OF OCCURANCE AND IS THE DATE YOU HAND DELIVER THIS TO MANAGEMENT OR SCAN AND EMAIL OR TAKE A PICTURE OF AND EMAIL.

**TO FIELD:** 1). NAME OF GRIEVANT'S DIRECT SUPERVISOR (1<sup>ST</sup> LEVEL)

**TEL#/EMAIL FIELD:** 1). INCLUDE TEL# AND EMAIL IN THE EVENT LOCAL NEEDS TO FILE INFORMATION REQUEST OR CALL TO WORK OUT SETTLEMENT

**FROM FIELD:** 1). FULL NAME OF STEWARD

**TEL#/EMAIL FIELD:** 1). INCLUDE YOUR TEL# AND EMAIL IN THE EVENT THE LOCAL OR THE DISTRICT NEEDS TO CONTACT YOU

**GRIEVANTS NAME FIELD:** 1). CORRECTLY SPELL OUT GRIEVANTS FULL NAME

**DATE OF OCCURRENCE:** 1). IS THE DATE THE ACTUAL INCIDENT HAPPENED

**ISSUE GRIEVED:** 1). SOME COMMON TOPICS ARE  
a). DISCIPLINE AND SHOULD INCLUDE INDICATION OF EITHER SUSPENSION;  
TERMINATION; ADVANCEMENT ON RAP; MOTOR VEHICLE ACCIDENT; SAFETY VIOLATION;  
WORK RULE VIOLATION  
b). DENIED TIME OFF; FORCED TRANSFER; LOSS OF PAY; VIOLATION OF MRP

**CONTRACT ARTICLE/UNFAIR TREATMENT:** SHOULD LOOK IN TABLE OF CONTENTS IN CONTRACT TO LOCATE ARTICLE VIOLATED-IF UNSURE CAN ALWAYS CIRCLE UNFAIR TREATMENT FOR DISCIPLINE CASES

**REMEDY:** WANT TO USE WORDS "MAKE WHOLE" FOR DISCIPLINE CASES; OTHER INSTANCES WOULD BE "RETURN TO PREVIOUS LOCATION"; REIMBURSE LOST WAGES"; REMOVE/RECALCULATE MRP; REMOVE FROM STEP"