



OPEIU LOCAL 512 Grievance Tracking Form

Back Ground Information

1. Grievant's Name.....
2. Grievant's Class / Level
3. Grievant's Work Location.....
4. Grievant's Contact Information- Phone.....E-mail.....
5. Date Issue Brought To Steward.....
6. Contract / Civil Service Rule Violation.....
7. Investigation- Give a brief description of the facts as you know them. Who, What Where, When, Why. (Attach additional sheets if necessary)

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Time Limit Date.....

1st Step Hearing

1. Date & Time.....
2. For the Union.....
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3. For the Company

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4 Brief synopsis of hearing (attach additional sheets if necessary)

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Time Limit Date.....

2nd Step Hearing

1. Date & Time.....

2. For the Company

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3. For the Union.....

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4. Brief synopsis of hearing (attach additional sheets if necessary)

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Time Limit Date.....

Date Given to Local.....

Steward.....