

# International Union of Operating Engineers

## LOCAL UNION NO. 95-95A

AFFILIATED WITH STATE COUNCIL OF OPERATING ENGINEERS  
MEMBERS OF THE PENNSYLVANIA AFL-CIO

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## GRIEVANCE FORM

Building \_\_\_\_\_ Grievance No. \_\_\_\_\_

Date Filed: \_\_\_\_\_ Step No. \_\_\_\_\_

Grievant Name(s) \_\_\_\_\_

Date of Grievance: \_\_\_\_\_ Steward: \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Grievance is a violation of but not limited to

Article(s). \_\_\_\_\_

Relief Requested: \_\_\_\_\_

\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Steward's Signature \_\_\_\_\_

Company's Signature, Title \_\_\_\_\_

Company response \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Company response \_\_\_\_\_

Attach all pertinent material.

### UNION RESPONSE

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Date \_\_\_\_\_ Step No. \_\_\_\_\_



White Copy: Union

Yellow Copy: Grievant

Pink Copy: Employer



# IUOE Local 95 Grievance Fact Sheet

A grievance shall be filed if a violation of the contract or a practice occurs which endangers life, limb, or property.

When a member feels that he or she must grieve, check the contract to be sure that a grievance is in order. If a grievance is in order, be sure to follow the procedure outlined in your contract to the letter.

When filling out a grievance, there are 6 areas of information which should be determined:

1. Who are the parties involved?
2. What happened?
3. Where did it happen?
4. Why is it a grievance?
5. When did it happen?
6. Send a copy to your Union Representative.

WHOA! Go back and check the grievance to be certain that it is filled out correctly within the time limits.

An important item to remember is that in filling a grievance, you must ask for a remedy. The remedy is, **“to be made whole”**

Every contract outlines a procedure and time limits which must be adhered to when filing a grievance. This is important, because if proper procedures are not followed, the grievance will fail. If the time limits are not adhered to, the grievance will be declared untimely.

If a proper answer to a grievance is not received, it can be advanced to a higher step. The procedure is outlined in your contract and must be followed.

In the Event that doubt exists as to whether or not a grievance is in order, contact your Union Representative for clarification.

Always check your contract so all grievances are kept within the appropriate timelines. This is probably the most important single issue in filing a grievance.

# IUOE Local 95 Grievance Fact Sheet

This form is to be used to aid in investigating a grievance. The fact sheet outlines the information that will be necessary to develop a strong case. Use additional pages to document all of the details. **DO NOT TURN THIS FORM INTO MANAGEMENT! THIS INFORMATION IS FOR THE UNIONS USE ONLY!**

Employer \_\_\_\_\_

Grievant \_\_\_\_\_

Date of Hire \_\_\_\_\_

Department \_\_\_\_\_

Classification \_\_\_\_\_

WHO was involved: (give names and titles) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT happened? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHERE did it occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHEN did it occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# IUOE Local 95 Grievance Fact Sheet

Were there any witnesses? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_