

Rev 10/06

1. GRIEVANCE NUMBER

GRIEVANCE FORM

2. NAME AND RANK OF GRIEVANT/SPOKESPERSON

3

IF GROUP GRIEVANCE,
CHECK BLOCK & LIST
NAMES BELOW

4. TROOP/BUREAU

5. STATION/DIVISION

6. NAME OF REPRESENTATIVE (IF ANY)

7. TYPE OF GRIEVANCE (CHICK ONE)

CONTRACT INTERPRETATION

APPEAL DISCIPLINE

8. DATE OF ALLEGED CONTRACTUAL VIOLATION OR WHEN YOU BECAME AWARE
OF SAME/OR DATE ACKNOWLEDGEMENT OF PENALTY TO BE IMPOSED

9. ALLEGED VIOLATION: CITE SPECIFIC CONTRACT PROVISIONS. IF DISCIPLINE-CITE ARTICLE XXVIII (DISCIPLINE)

10. DETAILS-FULLY EXPLAIN ALLEGED VIOLATIONS / FOR DISCIPLINE SEE INSTRUCTION SHEET

11. LIST OF ATTACHMENT/COPY D.A.R., RESPONSE LETTER, ETC.

12. LIST OF WITNESSES/NAME AND RANK

13. SUGGESTED REMEDY:

14. NAME AND RANK OF GROUP GRIEVANCE MEMBERS (EACH NAME MUST BE INITIALED)

15. SIGNATURE OF GRIEVANT/SPOKESPERSON

16. DATE FILED

STEP -1-

IF DISCIPLINE, SUBMIT DIRECTLY TO STEP -2-

17. RESPONSE TO CONTRACTUAL INTERPRETATIONS ONLY

GRIEVANCE WAS RECEIVED _____ AND IS AFFIRMED DENIED

18. SIGNATURE (TROOP C.O./ BUR. DIR.)

DATE MEETING HELD

19. SIGNATURE

DATE:

CHECK TO APPEAL TO NEXT LEVEL

NOTICE: MUST BE POSTMARKED WITHIN 5 DAYS FROM RECEIPT OF FIRST STEP RESPONSE

CHECK APPR. BLOCK

20. GRIEVANCE SUMMARY FORM COMPLETE

YES NO

21. PSTA REPRESENTATIVE NOTIFIED

YES NO

22. PSTA REPRESENTATIVE PRESENT

YES NO

DISCIPLINE ONLY

23 GIVEN OPPORTUNITY TO REVIEW INFORMATION USED FOR D.A.R.

YES NO

DATE:

24. RIGHTS EXPLAINED:

YES NO

25. REASON FOR APPEAL"

EXCESSIVE PUNISHMENT FACTUAL DISPUTE

26. SIGNATURE

DATE:

27. STEP NO. 2
GRIEVANCE COMMITTEE ACTION

DATE MEETING HELD

GRIEVANCE BOARD ACTION

28. STEP NO. 3
ARBITRATION

DATE HEARING SET

LOCATION

ARBITRATOR ASSIGNED

DECISION RENDERED: