



# TEAMSTERS LOCAL 324 GRIEVANCE FORM

4871 Lancaster Dr. NE Salem, OR 97305

Phone: 503-378-1421 Fax: 503-378-7590

FOR OFFICE USE ONLY	Assigned to Union Representative:	Employer Representative:	Date Received:	Grievance #
	Date Sent To Employer:	Company:		
STEWARD SECTION	Steward Name:		Steward Phone Number:	

**EMPLOYEE SECTION:** *Instructions – Complete the form below filling in all the applicable information. If this grievance is protesting a warning, suspension and/or termination letter, please attach a copy of the letter(s) to your grievance when submitting to Local 324. This form must be signed and dated or will be considered invalid. Form must be submitted to Local 324 in person, by US Mail or by fax.*

Print Name:	Your Seniority Date:	Date Discussed With Shop Steward:
Home Phone:	Cell Phone:	Best Time to Call: AM <input type="checkbox"/> PM <input type="checkbox"/>
Home Address:	City/State/Zip:	Your Job Classification:
Employer:	Employer Location:	Your Shift:

### NATURE OF GRIEVANCE (Check One):

- Unjust Discharge     Unjust Suspension     Protest of Warning     Pay Claim     Other

**WHEN** did the violation occur? Give date & time:

**WHERE** did the violation take place?

**WHO** were the people involved? Give the first and last names of all witnesses along with their phone numbers, if known. Identify all management personnel involved and indicate their title or area of responsibility:

Union Time Stamp

**WHAT** happened? Give a **BRIEF** description of the facts of your claim. Do **NOT** argue your case; just the facts.

**LIST ALL CONTRACT ARTICLES VIOLATED:** \_\_\_\_\_ Grievant alleges violation of all relevant articles in addition to those listed.

**SETTLEMENT REQUESTED BY THE GRIEVANT:** To be "Made Whole" in every way in addition to the following.

**GRIEVANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

By the above signature, I hereby give authority to any representative of the Union to represent me in this matter in the event that I am not present at any subsequent hearing on this grievance.