IBEW L.U. 1413

Grievance & Arbitration

Timeline & Tracking Form

Grievant:_____ Date dispute arose:_____

Home Address:_____ City, State, Zip:_____

Phone:_____ Email:_____

Steward:_____ Grievance #:_____

Articles Violated:_____ Date Grievance filed:_____

Remedy Requested:_____

Article 6.1 of the CBA states the employee shall submit a grievance within 5 business days.

STEPS	Action Deadline	Date Due	Who Filed with & Date	Date Recieved	Extension If applicable	Date Grievant informed
Step 1 employee, Steward and direct Supervisor	Grievant must submit within 5 business days from alleged violation					
Employer Response						
Step 2 Employee, Steward, Business Manager or designee, Supervisor, Superintendent, Union Relations	If parties are unable to resolve at prior step, grievance must be submitted within 10 business days of the event in writing to the Employees Supervisor					
Employer Response						
Step # 3 Employee, Business Manager or designee, Site VP, Manager Union Relations						
Employer Response						
Arbitration	Written request shall be served on the other party with 25 days from step 3 response					

Outcome: Won:_____ Lost: _____ Withdrawn:_____

Date Resolved:_____ Date Grievant informed of decision:_____

Reason for Withdrawal or Terms of Settlement:_____

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