

Please complete both sides of form. Please fill in all blanks.

## Protecting Time

Name of Grievant: \_\_\_\_\_

Work Location: \_\_\_\_\_

Nature of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Settlement: \_\_\_\_\_

\_\_\_\_\_

Date Grievance Occurred: \_\_\_\_\_

Seniority Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_  
**Chief Steward**

\_\_\_\_\_  
**Job Steward**

### Weingarten's Act

I have to right to Union Representation.

I have the right to consultation with representation prior to meeting with Management.

I have the right to remain silent until my Union representative is present.

I have the right to know the topic of the meeting/investigation.

I wish to express my rights.

\_\_\_\_\_  
**Job Steward Work Location**

\_\_\_\_\_  
**Job Steward Cell #**

Please complete both sides of form. Please fill in all blanks.

## GRIEVANT CONTACT INFORMATION

**THIS FORM SHOULD BE FILLED OUT BY THE STEWARD WITH THE GRIEVANT AND INCLUDED IN THE GRIEVANCE FILE**

The following information is necessary in order that your CWA Representative can be fully and properly prepared to address your grievance. Many times, questions arise during the grievance preparation and handling process that can only be answered or provided by the Grievant. As such, it is imperative that your current contact information is accurate and readily available.

**Grievant's Name:** \_\_\_\_\_

**Seniority Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Gender:** M / F

### *Grievant's Contact Information*

**Mailing Address:** \_\_\_\_\_

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

**Home Phone:** \_\_\_\_\_

**PERSONAL Cell:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**PERSONAL E-Mail:** \_\_\_\_\_

	<b>Job Steward Info</b>	<b>Witness Info</b>	<b>Witness Info</b>
<b>Name:</b>	_____	_____	_____
<b>Home:</b>	_____	_____	_____
<b>Cell:</b>	_____	_____	_____
<b>E-Mail:</b>	_____	_____	_____

In the event that **ANY** of the above information changes, the **GRIEVANT** is responsible for notifying the Local as soon as possible.