

AEROSPACE DEFENSE RELATED DISTRICT LODGE NO. 725
 INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

GRIEVANCE NO.

GRIEVANCE FORM

				DATE	SIGNATURES
NAME		EMPLOYEE #		1st-STEP MEETING	SUPERVISOR
HOME ADDRESS		APT. #			STEWARD
CITY		ZIP		REC'D BY DEPT. HEAD	DEPT HEAD
BUILDING		DEPT			DEPT HEAD
HOME PHONE		SHIFT		STEP 2 SETTLED UNSETTLED	STEWARD
WORK PHONE		WORK PHONE			LR REP
CLASSIFICATION CODE		HIRE DATE		STEP 3 LRC SETTLED UNSETTLED	LRC CHAIRMAN
PRESENT RATE		PRESENT RATE			BUS. REP
STEP 4 SETTLED UNSETTLED					

IMMEDIATE SUPERVISOR _____ SUPERVISOR'S EXT. _____

TIME & DATE INCIDENT OCCURRED:

ALLEGED ARTICLE & SECTION VIOLATED:

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

EMPLOYEE SIGNATURE _____ DATE: _____

COMPANY 1ST STEP DISPOSITION

DEPT HEAD SIGNATURE _____ DATE: _____

UNION STATEMENT

BUSINESS REPRESENTATIVE SIGNATURE:

RECEIVED ON:

LABOR RELATIONS SIGNATURE:

RECEIVED ON:

An employee who believes he/she has cause for a grievance shall contact their immediate supervisor by their self, or through their steward. Prior to writing the step II grievance, the grievant will attempt to resolve the issue with their immediate supervisor and may have the steward present.

The grieving employee's immediate supervisor shall give the answer (in writing, if there is no resolution) to the grievance within five (5) standard workdays from the time of the Step I grievance discussion. The written answer shall include the date of the first step discussion(s)

If the employee and/or the steward do not feel that the grievance has been properly adjusted, then the grievance may be reduced to writing by the steward and forwarded to step II. A 1st step grievance that is not resolved by the supervisor and steward in the time frames allowed will automatically progress to the next step.

The steward has the responsibility to determine if the grievance is to be appealed to the second step. The appeal to second step will be made within fifteen (15) calendar days.

The steward is responsible for the written grievance. The grievance form shall include the following:

- A statement of the grievance clearly indicating the question raised by the grievance and the Article(s) of the labor contract that is violated.
- The remedy or correction requested of the Company. The hearing of the grievance will be held within ten (10) calendar days from the date of appeal to the second step or as mutually agreed upon. The steward and company representative will meet in an effort to settle the matter. The grieving employee may attend the step II hearing.
- The Company's step II answer will be made within five (5) calendar days after the hearing is held.
- The Company's Step II answer shall include the following:
 - A complete statement of the Company's position and the facts on which it is based.
 - The remedy or correction which has been offered, if any
- The Steward has ten (10) Calendar days to determine whether or not to appeal the grievance to step III.

The grievance hearing will be scheduled with the Labor Relations Committee (LRC) by the site company representative within ten (10) calendar days of the appeal to step III. The MIC and any IAM BR have a standing invitation. This time will be extended by the time it takes for the LRC to commit to a meeting time.

At least two (2) days prior to the hearing, a copy of the grievance, facts that were brought out at the previous steps, and responses for the previous steps will be provided to each LRC member, as to prepare for the hearing. Two extra copies will be with the company representative at the meeting, should the standing invites appear. The parties may mutually agree to postpone the meeting and reduced to writing such postponement with the date and time the rescheduled meeting will be held. Either party may postpone the meeting for valid reasons, not to exceed seven (7) calendar days from the date the meeting was initially set. Such unilateral postponement must be provided in writing, at least twenty-four (24) hours prior to the meeting.

Grievances will be scheduled in the following order:

- Grievances arising out of discharge, suspension, layoff, recall from layoff and others
- involving reinstatement.
- Grievances concerning classification, promotion, downgrade or other grievances involving rates of pay.
- All other scheduled grievances.

The LRC shall consist of three (3) Bargaining Unit employees' and the responsible steward, and the Company representative employee. The total number of company representatives shall not exceed the number of Union representatives. The number of participants may be modified by mutual agreement (in writing). The Company representative will act as the chairperson.

The decision of the LRC shall be considered final. However, terminations that are to be final will be reviewed by both the BR and MIC, and such terminations will only be final upon a grievance withdrawal letter made by the BR. Should the Company committee member and the Union committee members come to a grievance resolution, it will be done so in writing and signed by all parties. The Steward reserves the right to consult the BR for submission to the next step.

The LRC, upon mutual (Company and Union) agreement may extend a grievance that is being further investigated. This extension must be reduced to writing, including the reasons for such extension and the next meeting date.

Grievances not settled at step III will be automatically appealed to step IV, and shall be heard within fifteen (15) calendar days after the LRC meeting. All notes during the LRC hearing, to include all other information brought to that step of the grievance process will be provided to the BR and MIC by the LRC Chairperson.

An unsettled grievance at step III arising as a result of discharge of an employee will be processed to pre-arbitration immediately. If the parties are unable to agree upon the selection of an arbitrator within forty-eight (48) hours after the Company's answer (from a previous agreed upon list, if any), the Federal Mediation and Conciliation Service will be contacted by telegram or telephone for a list of five (5) qualified arbitrators and the selection of an arbitrator will be made within seven (7) calendar days of receipt of such lists, unless otherwise agreed upon.