



# CHICAGO NEWSPAPER GUILD, LOCAL 34071

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## GRIEVANCE FORM

**Employee:** [Name of grievant]

**Date of Grievance:** [date filing grievance]

**Unit:** [Name of bargaining unit]

**Job Title:** [Grievant's title]

**Dept:** [What is the department]

**Steward:** [Name of steward filing grievance]

### Nature of Grievance:

On or about [insert date] [insert brief explanation of incident that happened- limit the statement to one or two sentences covering basic facts and use clear affirmative statements to assert union's position].

### Contract Violations:

Including but not limited to Article [insert articles and sections of the contract that have been violated- if you aren't sure, include them anyway]; any and all applicable sections of the CBA, management policies, past practice and federal, state and municipal laws.

### Remedy Requested:

The union demands that [Grievant's name] and all other affected employees be made whole in every way, including but not limited to [Insert remedy/what can be done to fix the problem, ex: cease and desist, provide back pay etc...] including any other appropriate relief.