
THE NATIONAL TREASURY EMPLOYEES UNION

Chapter 52

Grievance Checksheet

Grievance No.

Date: December 12, 2001

Type: (Individual or Institutional)

Grievant's Name:

Telephone No.

Job Title:

Work Location:

Manager's Name:

Steward's Name:

Telephone No.

Article/law/rule/regulation violated:

Step 1

Date grievance filed:

Date meeting held:

Agency representative(s):

Date response due:

Date response received:

Date information requested:

Date information received:

Step 2

Date Step 1 response appealed:

Date meeting held:

Agency representative(s):

Date Step 2 response due:

Date Step 2 response received:

Step 3

Date Step 2 response appealed:

Date meeting held:

Agency representative(s):

Date Step 3 response due:

Date Step 3 response received:

If arbitration is requested, date response and any other relevant information was mailed to National Field Representative:

Grievance Forwarding Checklist

- A. Grievance record Form
- B. All Management replies (indicate on each reply the date received by the union and the name of the recipient)
- C. All written correspondence related to this grievance in the chapter's possession.
- D. All records of discussion related to this grievance.
- E. All related interview and grievance investigation forms.
- F. Detailed statement explaining the facts surrounding this grievance.

Witnesses

List the name, title, and work phone no. of any other person who may have observed or had knowledge of the complaint/ contract violation.

Relevant Citations

List all laws, C.F.R. provisions, FPM Chapters, Agency regulations, local orders, standard operating procedures, or other related publications or documents that you believe pertain to this grievance.

If the chapter president wants the grievance considered for arbitration, mail a copy of the grievance and all materials to your National Field Representative immediately after receiving management's response to the final step of the grievance.

National Treasury Employees Union
3755 Capital of Texas Highway South Ste. 179
Austin, Texas 78704
Attn: Kathryn Huth

Note: This form is for N.T.E.U. use only. It should not be provided to management.