



FEDERATION OF PRIVATE EMPLOYEES

*A division of the National Federation of Public & Private Employees
Affiliated with District 1-MEBA (AFL-CIO)
1700 NW 66 Avenue, Suite 100-C, Plantation, Florida 33313
Office (800)872-8488 Fax (954) 797-2922*



Employer	Employer Phone	Grievance	Date
Member's Name	Location/Dept	Classification	
Member's Address	Phone:		
Immediate Supervisor's Name	Phone:		

1. Employee's Statement of Grievance:

2. Specify the Article's of the Agreement which is/are violated:

3. What is the remedy and/or relief sought?

Please allow this letter to serve as the Federation's formal request for the following relevant and necessary information:

- | | |
|--|--|
| <input type="checkbox"/> All documents relied on in imposing discipline | <input type="checkbox"/> Witness statements |
| <input type="checkbox"/> Employee evaluations; discipline | <input type="checkbox"/> Job descriptions for grievant |
| <input type="checkbox"/> All time cards for the last __ months | <input type="checkbox"/> Personnel file (see attached release) |
| <input type="checkbox"/> All memoranda/emails, video tapes, cd-roms, floppy disks pertaining to the above-listed | <input type="checkbox"/> Other: |

I hereby authorize the Federation of Private Employees to act for me in the disposition and settling of this grievance.

Date _____	Employee Signature _____
Date _____	Steward's Signature _____
Date _____	Representative's Signature _____

