

## AFGE - MSFC NEGOTIATED GRIEVANCE

*The grievant should read Article 9 of the AFGE - MSFC Negotiated Agreement before submitting this grievance. The grievant is responsible for ensuring that all contractual time limits applicable to this grievance are met.*

### SECTION I. INFORMAL GRIEVANCE

(The decision on the informal grievance must be rendered within 7 workdays after the grievance was initiated.)

<b>TO:</b> (Supervisor involved)	DATE (Informal grievance submitted):
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<b>FROM:</b> (Grievant)	OFFICE SYMBOL (Grievant):	PHONE NO. (Grievant):
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GRIEVANT'S POSITION TITLE/GRADE:	GRIEVANT'S IMMEDIATE SUPERVISOR:
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<b>A</b> THIS GRIEVANCE WILL BE PRESENTED: <input type="checkbox"/> Orally <input type="checkbox"/> In Writing (Complete item D below)	<b>B</b> I WILL BE REPRESENTED BY: <input type="checkbox"/> Myself <input type="checkbox"/> AFGE Local 3434 (Complete item C below)
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<b>C</b> AFGE POINT OF CONTACT:	AFGE CONTACT'S OFFICE SYMBOL:	AFGE CONTACT'S PHONE NUMBER:
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<b>D</b>	DESCRIPTION OF GRIEVANCE (The basis for this grievance, all relevant dates and specific article(s) and section(s) of the AFGE - MSFC negotiated agreement which I allege have been violated are listed below.) (Use additional paper, if necessary.)
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<b>E</b>	I REQUEST THAT THE FOLLOWING ACTION BE TAKEN TO RESOLVE MY GRIEVANCE:
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SIGNATURE OF GRIEVANT:	SIGNATURE OF AFGE PRESIDENT, OR DESIGNEE (If applicable):
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<b>F</b>	(Grievant) <b>TO:</b>	(Supervisor involved) <b>FROM:</b>
MY DECISION ON YOUR INFORMAL GRIEVANCE IS AS FOLLOWS (Use additional paper, if necessary):		
SIGNATURE OF SUPERVISOR INVOLVED:		DATE:
<b>SECTION II. FORMAL GRIEVANCE</b>		
<b>A</b>	<b>TO: DIRECTOR MSFC PERSONNEL OFFICE</b>	(Grievant) <b>FROM:</b>
<i>In accordance with Article 9, Section 9.05, Step 2 of the AFGE-MSFC Negotiated Agreement, I hereby submit a formal grievance. The basis for my grievance and other relevant information is described at Section I, items D and E of this grievance form.</i>		
SIGNATURE OF GRIEVANT:		DATE:
<b>B</b>	(Deciding Official) <b>TO:</b>	DATE: <b>FROM: DIRECTOR MSFC PERSONNEL OFFICE</b>
<i>In accordance with Article 9, Section 9.05, Step 2 of the AFGE-MSFC Negotiated Agreement, you are required to issue a decision to the grievant and/or the grievant's representative (if designated) within 5 workdays after receiving the grievance.</i>		



G	TO: CENTER DIRECTOR OR DESIGNEE	DATE:	FROM: (Grievance Examiner's signature)
<p><i>I have completed the investigation of this grievance and have attached a copy of this report of findings as required by Article 9, Section 9.05, Step 3 of the AFGE-MSFC Negotiated Agreement. A copy of this report is also being submitted to the grievant and AFGE.</i></p>			
H	TO: (Grievant)	DATE:	FROM: CENTER DIRECTOR OR DESIGNEE
<p><i>In accordance with Article 9, Section 9.05, Step 4 of the AFGE-MSFC Negotiated Agreement, the final decision on your grievance is attached.</i></p>			
REMARKS:			