

Employee Grievance

U.S. Department of Housing and Urban Development



- Employees must use this form for filing grievances at step 2 & step 3 of the grievance procedure.
- Use of this form is optional at Step 1.
- Check one of the boxes: Step 1 Step 2 Step 3

Name of grievant:	Office code:	Duty phone:
Union representative, if any:	Office code:	Duty phone:

Briefly describe the incident causing this grievance. Include date, time, and place, management officials involved, witnesses, if any. If more space is needed, continue on reverse or use separate sheet of paper:

Identify the article(s) or section(s) of the master agreement/local supplement, law, or regulation alleged to have been violated:

Identify the remedy you seek:

- Questions and/or further correspondence in this matter should be sent to the union representative and the grievant.
- The employee bears the responsibility for meeting all time limits for the filing and appeal of this grievance.
- Attach a copy of the record of informal grievance discussion, if any.

Signature of grievant & Date:	Acknowledgement of receipt by Management (if personally delivered) Signature & Date:

If your grievance is not resolved to your satisfaction, you may submit the grievance to the next step of the grievance procedure by signing and dating this form (at right) and attaching a copy of management's reply. Any additional information you believe is pertinent should also be attached.