

The following should only be considered a general guide and is based upon the information available as of the date of this correspondence. This guidance is subject to change.

NAGE/IBPO SAMPLE GRIEVANCE FORM

VIA Email Only

Date

Management Official

Title

Agency

Address

Management Official Email address

Reference: Step 1 Grievance Subject Matter

NAGE/IBPO Local XXX hereby files this step 1 grievance in accordance with Article XX of the Collective Bargaining Agreement between NAGE/IBPO Local XXX and (Agency Name). This grievance is in reference to the violation of "CBA" to include Article (Telework/Remote Work) between the Parties

Alleged violation(s): _____

Commented [LB1]: Include violation of the CBA as well as the Article in question. This will allow the Union or attorney to include other violations in the grievance process or at arbitration.

Commented [LB2]: Include any ULP violations as well.

Desired Remedy:

1. Cease and Desist with implementation of return to work/telework, and bargain with the Union in accordance to Article XX of the Parties "CBA".
2. Adhere to Article XX or "MOU" titled, dated that governs telework/remote work.
3. Any and all other relied deemed appropriate.

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Union Representative Signature