

## KOSE UNION GRIEVANCE FORM PURSUANT TO ARTICLE 12

This form shall be used for all KOSE Union grievances. Additional sheets may be attached to this form if there is need for more space than provided. All such attachments must be dated, signed, and identify the specific step to which each attachment applies.

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### STEP ONE (IMMEDIATE SUPERVISOR)

Grievant Name (Please print): \_\_\_\_\_ Job Class: \_\_\_\_\_ Work Location: \_\_\_\_\_

Grievances shall be filed within fourteen (14) days of the event causing the dispute, or within fourteen (14) days of the grievant's knowledge of its occurrence. The event causing the dispute that is the subject of this grievance, or my knowledge of its occurrence happened on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Violation of KOSE MOA: ARTICLE(s) \_\_\_\_\_ SECTION(s) \_\_\_\_\_

Grievance:

Remedy Sought:

Name of supervisor filed with: \_\_\_\_\_ Date filed: \_\_\_\_/\_\_\_\_/\_\_\_\_.

Method Filed (Check one): In person \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Grievant's Signature: \_\_\_\_\_

KOSE Steward/Representative's Name & Signature: \_\_\_\_\_

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### IMMEDIATE SUPERVISOR'S RESPONSE ON STEP ONE

I received the above grievance on \_\_\_\_/\_\_\_\_/\_\_\_\_. I met with grievant and KOSE Steward/Representative on \_\_\_\_/\_\_\_\_/\_\_\_\_, and my response is as follows:

Immediate Supervisor's Name (Please print): \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_ DATE \_\_\_\_\_

GRIEVANT HAS 14 DAYS TO RESPOND OR GRIEVANCE IS RESOLVED

GRIEVANCE MOVED TO STEP 2 ON \_\_\_\_/\_\_\_\_/\_\_\_\_ Grievant's initials \_\_\_\_\_

**STEP TWO (FACILITY DIRECTOR, DIVISION/DEPARTMENT DIRECTOR OR REGIONAL DIRECTOR)**

I, *(Please print)*, \_\_\_\_\_ received the above grievance on \_\_\_\_/\_\_\_\_/\_\_\_\_. I met with the grievant and KOSE Steward/Representative on \_\_\_\_/\_\_\_\_/\_\_\_\_, and my response is as follows:

\_\_\_\_\_ Date \_\_\_\_\_

Superintendent/Warden, Division/Department Director, Regional Director/District Engineer's Signature

GRIEVANT HAS 14 DAYS TO RESPOND OR GRIEVANCE IS RESOLVED

GRIEVANCE MOVED TO STEP 3 ON \_\_\_\_/\_\_\_\_/\_\_\_\_ Grievant's initials \_\_\_\_\_

**STEP THREE (AGENCY HEAD RESPONSE)**

I, *(Please print)*, \_\_\_\_\_ received the above grievance appeal on \_\_\_\_/\_\_\_\_/\_\_\_\_ and my response is as follows:

\_\_\_\_\_ Date \_\_\_\_\_

Agency Head or Designee's Signature