

## **1st step grievance Criteria**

The following Criteria must be met in order for grievances to be held/heard at the first step

- **EVERY GRIEVANCE MUST BE FILLED OUT CORRECTLY** (*section violated, remedy requested must include make whole in every way (electronically), numbered correctly, any grievance involving financial compensation must have the grievants current pay-grade and or pay-grade upgrading to*)
- **EVERY GRIEVANCE MUST HAVE NOTES FROM THE INFORMAL** (*to include any and all supporting paperwork. Example: time cards, overtime sheets, seniority sheets ect.*) **ALL NOTES MUST BE ON STANDARD SIZED NOTEBOOK. Original informal notes must be provided.**
- **GRIEVANCES MUST BE TIMELY AT BOTH THE INFORMAL AND FIRST STEP.**
- **Any Grievance settled at this step must be sent (electronically) to the Secretary for recording.**