

2nd Step Grievance Criteria

- **EVERY GRIEVANCE MUST INCLUDE NOTES FROM THE INFORMAL AND FIRST STEP ALONG WITH SUPPORTING DOCUMENTATION.**
- **EVERY GRIEVANCE MUST HAVE A RESPONSE FROM THE COMPANY WITH AN EXPLANATION/ NOTE FROM THE DIRECTOR WITH A CONTRACTUAL REASON WHY THE COMPANIES ANSWER WAS REJECTED.**
- **GRIEVANCES THAT HAVE INFORMATION REQUESTED FROM EITHER PARTY AT THE FIRST STEP MUST INCLUDE A WRITTEN RESPONSE. *(If the request was made by the Company, a copy of the Unions response to the Company must be included)***