



INTERNATIONAL UNION OF POLICE ASSOCIATIONS

Speaking with one voice. Moving with one purpose

GRIEVANCE RECORD/COMPLAINT			<i>FOR UNION USE ONLY</i>	
			NO. 20121012100 (YR.MONTH.DATE.BADGE#)	
AGGRIEVED				
1A. EMPLOYEE NAME	2. ARTICLE/SECTION VIOLATED	5. INFORMAL GRIEVANCE OFFICIAL		
1B. EMPLOYEE BADGE NO.	3. INCIDENT DATE	6. DECISION DATE		
1C. LOCATION (DCA/IAD)	4. NAME OF UNION REPRESENTATIVE	7. ORAL PRESENTATION REQUESTED/MEETING <input type="checkbox"/> YES <input type="checkbox"/> NO <i>if yes, official's name</i>		
GRIEVANCE				
8. DESCRIPTION (STATE JUST THE FACTS- Leave out accusations that you cannot prove, Leave out opinions and innuendo, Leave out acronyms, Leave out names to the extent possible... Grieve the 'Agency' not the person)				
9. CORRECTIVE ACTION DESIRED To be made whole in every way including but not limited to				
SUBMISSION		RECEIPT ACKNOWLEDGED		
10. EMPLOYEE'S SIGNATURE	11. DATE	12. UNION OFFICIAL'S SIGNATURE	13. DATE	
DISPOSITION				
14. DESCRIPTION, MANAGEMENT'S DECIDING OFFICIAL & DATE				

Article 31 Grievances (pages 41-46)

Section 2- For Other Than Disciplinary Actions...

Step 1. The employee or Union will have ten (10) business days from the event giving rise to the grievance or from when the employee or Union reasonably should have known of the event to initiate an oral grievance with the Station Commander/Professional Standards Bureau Commander. Employees are strongly encouraged to notify the Union at the earliest before Step 1 grievance must be initiated.

Section 3- For Disciplinary Actions...

When the Deciding Official is the Vice President for Public Safety:

The employee has ten (10) business days after receipt of the disciplinary decision to file a grievance and request a meeting/discussion with the Vice President for Public Safety.

When the Deciding Official is the Chief of Police:

The employee has ten (10) business days after receipt of the disciplinary decision to submit a written grievance to the Vice President for Public Safety.