ANNEX A

(POG34 – Form for submitting a grievance in writing in accordance with the Grievance Procedures)

(Article 34)

PSC MANUAL AND CRAFT WORKERS)

GRIEVANCE HANDLING

A. **TO BE COMPLETED BY THE COMPLAINANT**

1. Full name of employee raising the grievance.

_____

2. JOB TITLE/GRADE

_____

3. DEPARTMENT/DIVISION/DEPOT

_____

4. DETAILS OF THE GRIEVANCE

_____

_____

5. HAS THE GRIEVANCE BEEN DISCUSSED WITH THE FOREMAN/SUPERVISOR

_____

6. DATE OF DISCUSSION

_____

7. OUTCOME OF THE DISCUSSIONS

_____

B. **TO BE COMPLETED BY THE FOREMAN/SUPERVISOR**

1. DO YOU AGREE THE DETAILS AT 4,5,6 AND 7 ABOVE.

_____

2. COMMENTS ON THE GRIEVANCE.

_____

_____

C. **GRIEVANCE HEARING**

1. DATE ON WHICH HEARING HELD.

_____

2. DETAILS OF THE FINAL OUTCOME.

_____

_____

3. HAS THE GRIEVANCE BEEN RESOLVED SATISFACTORILY?

_____

4. IS THERE TO BE A WRITTEN REQUEST FOR A FURTHER HEARING BY AN APPEAL BODY?

D. **APPEAL HEARING**

1. DATE WRITTEN REQUEST RECEIVED

_____

2. DATE OF APPEAL HEARING

_____

3. DETAILS OF THE FINAL OUTCOME

_____

4. HAS THE GRIEVANCE BEEN RESOLVED SATISFACTORILY?

_____

5. WHAT, IF ANY FURTHER, ACTION WILL BE TAKEN?

_____

_____