



**TRANSPORT WORKERS UNION OF AMERICA
LOCAL 570 • AFL-CIO**

6355 N.W. 36th Street, Suite 301, Virginia Gardens, Florida 33166
Phone (305) 610-9344 • Fax (800) 891-3145
<http://Twulocal570.com>

Maintenance /Fleet Service
Ground Support / Inventory Control

STATEMENT OF GRIEVANCE

Name of Employee _____ Employee # _____

Print Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Station _____ Classification _____ Contract Articles Violated _____

Tracking # _____

Name of Immediate Supervisor _____

This is a violation of the TWU contract

I am seeking to be made whole in every way including but not limited to,

I authorize the Transport Workers Union of America as my representative to act for me in the disposition of this grievance.

Date _____ Signature of Employee _____

Signature of Union Officer _____ Title _____

Presented to Supervisor _____ Date _____ Time _____ Station _____

This Statement of Grievance

Blue to the Company (The Company will return with grievance response)
You will need two (2) copies of the grievance
(1) Copy to grievant
(1) Copy to Union file



DISPOSITION OF GRIEVANCE

Decision of Immediate Supervisor:

Date of Decision _____ Signature _____
Supervisor's Title _____

Received _____

Case appealed to Chief Operating Officer by _____ Date _____
Signature of Employee _____

Date of Decision _____ Signature _____
Title of Company Official _____

Received _____

Case appealed to Board of Adjustment (Third Step) _____ Date _____
Signature of Employee _____

Where to send Grievance for appeal to Board of Adjustment
Fax Grievance to (800) 891-3145

Mail: All original documentation including grievance to the office:
6355 N.W. 36th Street, Suite 301, Virginia Gardens, Florida 33166

Tracking # _____



ARTICLE 21
GRIEVANCE PROCEDURE

- A. An employee who believes that he has been unjustly dealt with or that any provisions of this Agreement has not been properly applied or interpreted, or against whom the Company has preferred charges in writing, may present his grievance through his representative, within seven (7) days to his supervisor who will evaluate the grievance or complaint and render his decision as soon as possible but no later than seven (7) days following receipt of said grievance. The supervisor must physically give the employee the grievance response.

When the grievant receives a response from the supervisor, if the decision is not satisfactory the grievant may appeal to 2nd step, but must sign the back of the grievance form and notify the union immediately.

- B. If the decision of the supervisor is not satisfactory, the grievant may appeal within ten (10) days to the Regional Vice President of Field Service or his designee, who will render a decision as soon as possible, but no later than ten (10) days after the appeal is submitted to him. Responses will be sent to the grievant by certified mail return receipt requested to the grievant's home address as provided by the employee on the grievance form.

When the grievant receives a response, but the decision is not satisfactory, the grievant may appeal to 3rd step, by following the instructions on the back of the grievance form.

If the grievant does not receive a response within thirteen (13) days of 2nd step appeal date, grievant may appeal to 3rd step by following the instructions on the back of the grievance form.

- C. If the decision of the Regional Vice President of Field Service or his designee is not satisfactory to the employee, the grievance and the decision thereon may be appealed to the American Eagle Airlines, Inc. Board of Adjustment as provided for in Article 22 of this Agreement, provided however said appeal is **submitted within twenty (20) days of the receipt of the decision** rendered by the Regional Vice President of Field Service or by his designee. Once a grievance has been docketed for System Board, the Regional Vice President of Field Service or his designee and the Local Union President or his designee will meet in an effort to resolve the grievance prior to a System Board hearing.

Signature of Grievant

Date

ARTICLE 21- GRIEVANCE PROCEDURE

The underlined is not part of Article 21, but used as a guide for time limit.

