



Maintenance / Fleet Service  
Ground Support / Inventory Control

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

6355 NW 36th Street, Suite 301 Virginia Gardens, FL 33166  
PHONE: (305) 610-9344 • FAX (800) 891-3145  
WEB: www.twulocal570.com

## STATEMENT OF GRIEVANCE

Name of Employee: \_\_\_\_\_ Employee #: \_\_\_\_\_

Print Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

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**

Original 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

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Received: \_\_\_\_\_

Case appealed to Chief Operating Officer by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Employee

## Decision of Chief Operating Officer:

Date of Decision: \_\_\_\_\_ Signature: \_\_\_\_\_ \_\_\_\_\_  
Title of Company Official

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Received: \_\_\_\_\_

Case appealed to Board of Adjustment (Third Step): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Employee

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

Mail: All original documentation including grievance to the office:  
6355 NW 36th Street Suite 301 Virginia Gardens FL 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 the Grievant

\_\_\_\_\_  
Date

ARTICLE 21- GRIEVANCE PROCEDURE

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

