

**GRIEVANCE FORM - STEP 1**

Instructions: Prepare an original and three copies. Present the original to the Office of the Director of CRS in accordance with Article XXXI, Section 5 of the Collective Bargaining Agreement between the Library and CREA. Keep one photocopy for yourself, give one to your CREA representative, if applicable, and give one to your Assistant or Associate Director.

Employee's Name: Extension: 7-xxxx

Position Title: Grade:

Division/Office: Section:

CREA Representative's Name, if applicable: Extension:

Nature of Grievance: State the facts, including the names of the parties involved. Cite article and section of the collective bargaining agreement or Library of Congress Regulation or policy relating to the grievance (use additional space if necessary).

Remedy Desired: What adjustment would settle the matter to the grievant's satisfaction? (use additional space if necessary).

Previous (Informal) Step Taken: Briefly describe any informal attempts to resolve the matter, including Dispute Resolution (use additional space if necessary).

Date:

Grievant's Signature:

CREA Representative's Signature (optional):