

GRIEVANCE FORM - STEP 2

Instructions: Prepare an original and two copies. Present the original to the Library's Labor/Management Relations Office in accordance with Article XXXI, Section 6 of the Collective Bargaining Agreement between the Library and CREA. Keep one photocopy for yourself and give one to your CREA representative. Include copies of the grievance form presented to the CRS Director (including attachments), responses received in Step One, and other relevant documents.

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(s) would settle the matter to the grievant's satisfaction? (use additional space if necessary).

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

Why Responses at Previous Steps Were Unsatisfactory (Optional): (use additional space if necessary).

Date:

Grievant's Signature:

CREA Representative's Signature (optional):