ILLINOIS STATE POLICE RC 164 CONTRACT GRIEVANCE

Griovant's Namo			LD Number		
	I.D. Number Division/Work Location				
			Home Phone #		
as needed.	clude facts of the complaint, Secti	ions of the Agreement violat	ed [if applicable] and relief requested.) Attach additional pages		
Lodge Representative	(Signature Optional)	Employe	e(Signature)		
	(Signature Optional)		(Signature)		
	esented to immediate non-bargair en within fourteen (14) calendar da	ning unit supervisor			
	Signature		Date		
Grievant's initials	date	and time	acknowledging receipt of Step I response.		
			sentative requesting that the grievance be advanced to Step II.		
Step II – response to be give	ven within ten (10) days of the med	Date eting held to discuss the grid	evance		
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	Signature		Date		
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		of ladge represer	tative requesting that the grievance be advanced to Arbitration		
Signature		Date	date requesting that the grievaries be davaneed to rubination		

ILLINOIS STATE POLICE RC 164 CONTRACT GRIEVANCE

Grievant'sName		1	I.D.Nu	umber		2
Rank	3				_	
Date dispute or difference			Home Ph	_		
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Lodge Representative		Ontionally	Employee			
	(Signature	e Optional)	Grievance Nu			ure) 10
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Date and time grievance p Step I– response to be give 12		calendar days from the da				
Step I– response to be give	en within fourteen (14)	calendar days from the da	te the grievance was fi			
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RC 164 GRIEVANCE FORM COMPLETION INSTRUCTIONS

Reference	Content
Blocks 1 - 6	Self-explanatory
Block 7	Statement of grievance – to be completed by grievant unless the grievance is presented orally, in which case the receiver will complete this portion
Block 8 & 9	Self-explanatory
Block 10	Insert the number assigned by the Office of Labor Relations
Block 11	Self-explanatory (to be completed by supervisor)
*Block 12	Step I response – to be completed by immediate non-bargaining unit supervisor DO NOT COMPLETE UNTIL OLR PROVIDES A RESPONSE
Block 13	Signature of immediate non-bargaining unit supervisor
Block 14 -18	Self-explanatory
*Block 19	To be completed by the department – Step II response
Block 20	To be signed by Step II representative
Block 21 & 22	Self-explanator
*Arbitration	
	Self-explanatory

^{*} The grievance response should be brief, e.g., "grievance denied, no violation of contract" (or) grievance granted, without precedent or prejudice."