

## RC 164 GRIEVANCE FORM COMPLETION INSTRUCTIONS

<u>Reference</u>	<u>Content</u>
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
Blocks 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
Block 13	Signature of immediate non-bargaining unit supervisor
Block 14	Self-explanatory
Block 15	Self-explanatory
* Block 16	To be completed by the department - Step I I response
Block 17	To be signed by Step I I representative
Block 18	Self-explanatory
* Block 19	To be completed by the department- Step III response
Block 20	To be signed by the Director or his designee

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