

PSA Standard Grievance Form

D.C. Pretrial Services Agency

Employees must use this form to file grievances at steps 1 through 4 of the negotiated grievance procedure.

Check one of the boxes: Step 1 Step 2 Step 3 Step 4

Name of Grievant:	Work Unit:	Duty Phone:
Name of Union Representative (if any):	Work Unit:	Duty Phone:

Briefly describe the incident-causing grievance. Include date, time, and place, management officials involved, if any:

Identify the article(s) of the collective bargaining agreement, law, rule, or regulation alleged to have been violated:

Identify the remedy you seek:

- Questions and/or further correspondence in this matter should be sent to the union representative and the grievant.
- The employee bears the responsibility for meeting all time limits for the filing and appeal of this grievance.
- Attach a copy of the record of the grievance discussion, if any.

Signature of Grievant & Date: x	Acknowledgement of receipt by Management (if personally delivered) Signature & Date: x
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An employee processing a grievance under this Article is limited to Union representation or self-representation. Management must notify the Union of any bargaining unit employee who performs self-representation. When not representing employees in a grievance, the Union has the right to observe formal discussions (e.g., settlement meetings) during all Steps of the negotiated grievance procedure. Therefore, management must notify the Union when these discussions take place. In its capacity as an observer, the Union agrees to respect the confidentiality of all information obtained.