**INTERNATIONAL LONGSHOREMEN’S ASSOCIATION**

**LOCAL 1359-1860**

**GRIEVANCE FORMS**

To: **Executive & Trustee Board**

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| Person(s) Filing Charges |  |
| Date of Incident |  |
| Charges Filed Against |  |
| Date Grievance Filed |  |

State the reason and purpose of Grievance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**🞏 Verbal Explanation will be given at the Hearing**

WITNESS: (Each party is responsible for notifying witness and evidence.)

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Person Filing Charges Recording Secretary

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| **YOUR GRIEVANCE HEARING HAS BEEN SCHEDULED FOR:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME  **NOTE:** IF THE PERSON FILING CHARGES IS NOT PRESENT, THE CASE CAN POSSIBLY BE DISMISSED, AND IF DEFENDANT IS NOT PRESENT, CASE WILL BE HEARD UNLESS PRIOR NOTICE WAS GIVEN TO RECORDING SECRETARY OF UNAVAILABILITY FOR SUCH DATE/TIME. A NOTICE TO RESCHDULE WILL BE ISSUED. |

Provide an email address for notice by email (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grievance forms should be turned in by the 1st Tuesday of each month in order to be heard that month. Pick up all forms from Recording Secretary. All forms can be turned in to Recording Secretary or turned in at the Union Hall. Time and date will be sent to each parties last known address, unless notified otherwise. Grievance Hearing will be from 10:00 am – 4:40 pm. **PLEASE BE ON TIME. IF YOU CANNOT ATTEND, PLEASE GIVE NOTICE 24 HOURS PRIOR.**