

IBEW SCU-8

Grievance Form Guidelines

Before completing this form, have you done the following?

- Consult with your steward?
- Have all the facts?
- Checked the contract (Article IX) for timelines?
- Has there been a verbal discussion with the supervisor within 30 calendar days of the incident? If not, do so.

If you are not satisfied with the response from your supervisor, you are now ready to file a first step grievance. A written first step grievance must be filed with your supervisor **14 calendar days** of the date of the discussion.

- Fill in all information on the grievance form.
- Make copies for your supervisor, steward, and yourself. After giving your supervisor the grievance form, the company has **7 calendar days** to respond to it in writing.

If the answer is unacceptable, you must file a second step grievance in **7 calendar days**.

- Make copies of the answer for your steward and yourself.
- Mail the grievance form along with the response to the below addresses.
- Be sure to mail it certified, **return receipt** requested to Labor Relations.

Progress Energy Florida
Labor Relations Department
P O Box 14042
St. Petersburg, FL 33733

Mr. Joseph Adams, Business Manager
I.B.E.W. System Council U-8
4314 N Suncoast Blvd
Crystal River, FL 34428

- Any changes in information regarding your grievance –i.e. address, telephone number, etc., please notify your local Union.
- Forward all relevant documents to your Union Representative or mail to the System Council office at the above address. These would include: grievance forms, company answers, investigatory forms, evidence documents, witness lists, a record's release (see your local's website for document), and any other pertinent information.
- IF YOU FAIL TO MEET ANY OF THE TIMELINES MENTIONED ABOVE, YOUR GRIEVANCE WILL BE IN DEFAULT.**

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Timeline Log

DATE

TIME

Incident occurred:

Discussion w/supervisor:

First step grievance filed:

Response received:

Second step mailed:

Certified mail tracking number:

