

# Step One Grievance Form



Date: \_\_\_\_\_

To: \_\_\_\_\_

CC: RGH Labor Relations <[rghlaborrelations@rochesterregional.org](mailto:rghlaborrelations@rochesterregional.org)>

From: \_\_\_\_\_

**Summary of Grievance.** Date(s) occurred: \_\_\_\_\_  
What happened? Attach another sheet, if necessary.


**Contract Violation.** Fill in the Article(s) number and Section(s) of the contract and write in the language that was violated on the right side. Attach another sheet, if necessary.

Article ____ Section ____	
Article ____ Section ____	

**Requested Remedy.** Request a solution, settlement, or change to address this violation


Use this grievance form to contest a contract violation or misinterpretation. Hand-deliver to your direct supervisor *and* email a copy to [RGHLaborRelations@rochesterregional.org](mailto:RGHLaborRelations@rochesterregional.org) within 7 days of the incident. Include [megan@runap.org](mailto:megan@runap.org) on the email or forward the email that you send to RGH.

Management will respond in writing. If they do not respond within 7 days, the grievance is considered denied. If your grievance is denied - in writing or due to lack of response - you can appeal the denial by requesting a Step Two meeting. You must request a Step Two meeting within 5 days of the grievance being denied. (Saturdays and Sundays do not count for the purposes of counting days). Contact [megan@runap.org](mailto:megan@runap.org) or a unit rep with questions or assistance in this process.





## Step One Grievance Form (Discipline)

Date: \_\_\_\_\_

To: \_\_\_\_\_

CC: RGH Labor Relations <[rghlaborrelations@rochesterregional.org](mailto:rghlaborrelations@rochesterregional.org)>

From: \_\_\_\_\_

Date discipline received: \_\_\_\_\_

Level of discipline:

\_\_\_ Verbal Counseling \_\_\_ Written Warning \_\_\_ Final Warning \_\_\_ Other (specify)

This discipline violates the RUNAP collective bargaining agreement Article 39, Section 1 states that "RGH shall have the right to discharge, suspend or discipline any employee for just cause." The employer is also in violation of all other relevant sections of the contract.

I am requesting the following remedy:

☐ Remove the warning from my personnel file

☐ Other: \_\_\_\_\_

Hand-deliver to your direct supervisor and email it to [RGHLaborRelations@rochesterregional.org](mailto:RGHLaborRelations@rochesterregional.org) within 7 days of the incident. Include [megan@runap.org](mailto:megan@runap.org) on the email or forward the email that you send to RGH.

Management will respond in writing. If they do not respond within 7 days, the grievance is considered denied. If your grievance is denied - in writing or due to lack of response - you can appeal the denial by requesting a Step Two meeting. You must request a Step Two meeting within 5 days of the grievance being denied. (Saturdays and Sundays do not count for the purposes of counting days). Contact [megan@runap.org](mailto:megan@runap.org) or a unit rep with questions or assistance in this process.