

IBEW SCU-8

Grievance Form Instructions

Before filing a grievance, refer to Article IX, Section 2 (A) (1) of the 2016 Memorandum of Agreement.

- *The employee concerned and/or his Union representative must discuss the issue with the immediate supervisor prior to the issue being presented as a grievance.*
- *If the parties are unable to resolve the issue through this discussion, the employee and/or his Union Representative must submit the grievance as a first step grievance to the supervisor and to the Labor Relations department in writing via e-mail within thirty (30) days of the date of the incident giving rise to the grievance.*

If you are not satisfied with the response from your supervisor, you are now ready to file a first step grievance.

Have you:

- Filled out the grievance Timeline Log (either manually or electronically)?
- Consulted with your steward?
- Checked all the facts?
- Checked the contract (Article IX) for timelines?
- Checked the contract for relevant Articles and Sections.

To file a grievance:

- Go to the Local Union or the System Council U-8 website.
- Print the grievance form from the website and clearly fill in all information on the form.
- Clearly identify and state the issue or contract violation.
- Clearly state the requested resolution.
- Scan the document and email your first step Grievance to your supervisor, Labor Relations, and the U-8 Office.
- Scan the Grievance Timeline Log that documents the discussion with your supervisor.
- Email the Grievance Timeline Log to the SCU8 Office only. This Log will be part of the Union Grievance package.
- Save a copy of the Grievance and the Grievance Timeline Log for your records.

Or:

- Fill in all information on the grievance form electronically.
 - Clearly identify and state the issue or contract violation.
 - Clearly state the requested resolution.
 - E-mail your first step Grievance to your supervisor, Labor Relations, and the SCU8 office using the email addresses below:
 - Email the Grievance Timeline Log to the SCU8 Office only. This Log will be part of the Union Grievance Package.
 - Save a copy of the Grievance and the Grievance Timeline Log for your records.
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- scu8grievance@ibewscu8.org
 - LaborRelationsFlorida@duke-energy.com
 - your.supervisor@duke-energy.com

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 GREIVANCE WILL BE IN DEFAULT.

IBEW SC-U8

Timeline Log

Date

Time

Discussion with Supervisor:

Topic of

Discussion:

Supervisor

Reponse:

Grievant Signature:

Witness Signature:
