

**APPENDIX D
KOSE UNION GRIEVANCE FORM PURSUANT TO ARTICLE 12**

This form shall be used for all KOSE Union grievances. Additional sheets may be attached to this form if there is need for more space than provided. All such attachments must be dated, signed, and identify the specific step to which each attachment applies.

STEP ONE (IMMEDIATE SUPERVISOR)

Grievant Name (Please Print): _____ **Job Class:** _____ **Work Location:** _____

Grievances shall be filed within thirty (30) days of the event causing the dispute, or within thirty (30) days of the grievant's knowledge of its occurrence. The event causing the dispute that is the subject of this grievance, or my knowledge of its occurrence happened on __/__/____.

Violation of KOSE MOA: ARTICLE(s) _____ **SECTION(s)** _____

Grievance: _____

Remedy Sought: _____

Name of supervisor filed with: _____ **Date Filed:** __/__/____

Method Filed (Check one): In person Mail: Fax: Email:

Grievant's Signature: _____

KOSE Steward/Representative's Name & Signature: _____

IMMEDIATE SUPERVISOR'S RESPONSE ON STEP ONE

I received the above grievance on __/__/____. I met with the grievant and KOSE Steward/Representative on __/__/____, and my response is as follows:

Immediate Supervisor's Name (Please print): _____

Immediate Supervisor's Signature: _____

Date

GRIEVANT HAS 14 DAYS TO RESPOND OR GRIEVANCE IS RESOLVED

GRIEVANCE MOVED TO STEP 2 ON ____/____/____ Grievant's initials _____

**STEP TWO (FACILITY DIRECTOR,
DIVISION/DEPARTMENT DIRECTOR OR REGIONAL DIRECTOR)**

I (*Please Print*) _____ received the above grievance on _____. I met with the grievant and KOSE Steward/Representative on __/__/____, and my response is as follows:

Superintendent/Warden, Division/Department Director, Regional Director

Date

GRIEVANT HAS 14 DAYS TO RESPOND OR GRIEVANCE IS RESOLVED

GRIEVANCE MOVED TO STEP 3 ON ____/____/____ Grievant's initials _____

STEP THREE (AGENCY HEAD RESPONSE)

I, (*Agency Head, Please Print*) _____ received the above grievance appeal on __/__/____ and my response is as follows:

Agency Head or Designee's Signature

Date