

**ILLINOIS STATE POLICE
RC 164 CONTRACT GRIEVANCE**

Grievant's Name _____ 1 _____ I.D. Number _____ 2

Rank _____ 3 _____ Division/Work Location _____ 4

Date dispute or difference of opinion occurred: _____ 5 _____ Home Phone # _____ 6

Statement of Grievance (include facts of the complaint, Sections of the Agreement violated [if applicable] and relief requested.) Attach additional pages as needed.

7

Lodge Representative _____ 8 _____ Employee _____ 9
(Signature Optional) (Signature)

Grievance Number _____ 10

Date and time grievance presented to immediate non-bargaining unit supervisor _____ 11

Step I – response to be given within fourteen (14) calendar days from the date the grievance was first presented.

12

Signature _____ 13 _____ Date _____ 14

Grievant's initials _____ 15 _____ date _____ 16 _____ and time _____ 17 _____ acknowledging receipt of Step I response.

Signature _____ 18 _____ Date _____ of lodge representative requesting that the grievance be advanced to Step II.

Step II – response to be given within ten (10) days of the meeting held to discuss the grievance.

19

Signature _____ 20 _____ Date _____ 21

Signature _____ 22 _____ Date _____ of lodge representative requesting that the grievance be advanced to Arbitration

RC 164 GRIEVANCE FORM COMPLETION INSTRUCTIONS

<u>Reference</u>	<u>Content</u>
Blocks 1 - 6	Self-explanatory
Block 7	Statement of grievance – to be completed by grievant unless the grievance is presented orally, in which case the receiver will complete this portion
Block 8 & 9	Self-explanatory
Block 10	Insert the number assigned by the Office of Labor Relations
Block 11	Self-explanatory (to be completed by supervisor)
*Block 12	Step I response – to be completed by immediate non-bargaining unit supervisor DO NOT COMPLETE UNTIL OLR PROVIDES A RESPONSE
Block 13	Signature of immediate non-bargaining unit supervisor
Block 14 -18	Self-explanatory
*Block 19	To be completed by the department – Step II response
Block 20	To be signed by Step II representative
Block 21 & 22	Self-explanator
*Arbitration	Self-explanatory

* The grievance response should be brief, e.g., “grievance denied, no violation of contract” (or) grievance granted, without precedent or prejudice.”