



**CONNECTICUT EMPLOYEES UNION INDEPENDENT**  
**GRIEVANCE INTAKE**



NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_

SHIFT: \_\_\_\_\_

STEWARD'S NAME: \_\_\_\_\_

LENGTH OF SERVICE WITH STATE: \_\_\_\_\_

LENGTH OF SERVICE WITH AGENCY: \_\_\_\_\_

LENGTH OF SERVICE IN CLASSIFICATION: \_\_\_\_\_

Have you had any past evaluations denying an annual increment? \_\_\_\_\_

Any prior suspensions, dismissals, demotions, etc? Discuss below:

\_\_\_\_\_  
\_\_\_\_\_

**WHO IS INVOLVED?**

1. Responsible management person(s)? \_\_\_\_\_

2. Witness(es)? \_\_\_\_\_

**WHEN DID IT HAPPEN?**

1. Time and date of event? \_\_\_\_\_

2. First formal step? \_\_\_\_\_

**WHERE DID IT HAPPEN?** \_\_\_\_\_

**WHAT HAPPENED?** \_\_\_\_\_

What did a management representative do or fail to do that gives rise to the complaint?

\_\_\_\_\_

Why is it grievable? Specifically what is wrong with "what happened"? \_\_\_\_\_  
\_\_\_\_\_

Contract language or policy violated (cite article, section, paragraph, page number, etc) \_\_\_\_\_  
\_\_\_\_\_

What must be done to make the grievant whole? \_\_\_\_\_  
\_\_\_\_\_

1. Corrective action requested \_\_\_\_\_  
\_\_\_\_\_

2. What would we settle for? \_\_\_\_\_  
\_\_\_\_\_

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*(REVISED JULY 2002)*

I hereby designate the CONNECTICUT EMPLOYEES UNION INDEPENDENT to act as my designee in all mat-  
ters relating to my grievance concerning \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*(REVISED JULY 2002)*