

**Record of Grievance
Between
Communications Workers of America (CWA)
And
DIRECTV Southeast Field Services (DTV)**

			Grievance Number (Assigned by CWA State Office)		
1. Grievance Occurred	Date	City & State	Local Number		
2. Grieving Employee Or Work Group Involved**	Name of Employee or Work Group		Employee UID		Department
	Job Title		Employee Payroll ID (PERNR)		Seniority Date
2A. Selection Grievances Only	Job Title Involved/Requested		Requisition Number		Other Department Involved/Requested
3. Union's Statement Of What Happened	<hr/> <hr/> <hr/>				
4. Specific Basis Of Grievance Or Section Of Contract Involved	<hr/> <hr/> <hr/> <p>And other applicable sections, the true intent and meaning of each; and the failure of the Company to perform its obligations thereunder.</p>				
5. Date Informal Meeting Held		Date 3G3R Issued		Date 2nd Level Meeting Held	
Union Representative Originating Form (Print Name/UID, if applicable)			Signature		Date
6. Company's Statement Of What Happened	<hr/> <hr/> <hr/>				
7. Proposed Disposition - Second Level	<hr/> <hr/> <hr/> <hr/>				
Company Representative (Print Name/UID)			Signature		Date
8.	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Appealed <input type="checkbox"/> Requested Mediation	Union Representative (Print Name/UID, if applicable)		Signature	
				Date	
9. Mediation	Date Requested		Date Held		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Appealed
<i>Not Applicable if Panel Used</i>		Mediator Name			
10.	True Intent Question Exists: <input type="checkbox"/> Yes <input type="checkbox"/> No		True Intent Question Exists: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Union Representative Signature/UID, if applicable		Date	Company Representative Signature/UID		Date
11. Proposed Disposition - Third Level	<hr/> <hr/> <hr/> <hr/>				
Company Representative (Print Name/UID)			Signature		Date
12.	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Appealed to 4 th Level (Applicable to contract interpretation only) <input type="checkbox"/> Arbitration Requested (See Lines 16 & 17)	Union Representative (Print Name)			Date
		Union Representative (Signature)			

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13. Mediation	Date Requested	Date Held	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Appealed	
	Mediator Name			
14. Proposed Disposition- Fourth Level				
	Company Representative (Print Name/UID)		Signature	Date
15.	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Arbitration Requested	Union Representative (Print Name)	Signature	Date
16. Company's Position – Third Level Explanation (4th Step or Arbitration)				
	Company Representative (Print Name/UID)		Signature	Date
17. Union's Position – Third Level Explanation (4th Step or Arbitration)				
	Union Representative (Print Name)		Signature	Date
18. Conference Record	Date of Conference	Level At Which Conference Held	Union Committee Chairperson	Company Committee Chairperson

***If more than one Grievant, use attachment to reflect required information.

Where sufficient space is not available, make attachments as necessary to this form. Attachments should also include letters, parties' position at each conference, statements, affidavits, and other pertinent information.

Three copies of this form are to be submitted to the Company at the initial step of presentation. Two of these forms are to be returned to the Union Representative showing the proposed disposition of the grievance. One copy will be returned to the Company showing the proposed disposition of the grievance, i.e. accepted, rejected or appealed. Each representative of the parties will forward one copy to the next higher level of organization as appropriate.

At the third step each party will furnish one copy of the grievance form for entry of proposed disposition and the Union's acceptance, rejection or appeal.

The position of each party at 3rd Step will be indicated on lines 16 and 17 prior to forwarding to the 4th Step or Arbitration.