Step 1:

TO:  ___________________________________ _________________________________
      Director            Date Filed

FROM:  _________________________________ _________________________________
      Steward                 Signature of Steward

Grievance of:  _______________________________  Employee(s) or Union

Section(s) of agreement allegedly violated:  ________________________________

Date(s) of occurrence giving rise to grievance:  _____________ (if more than
five (5) days prior to the date informally raised, include an explanation as to
when the problem became known to the employee and why the employee
should not be charged with knowledge as of an earlier date):

___________________________________________________________________
___________________________________________________________________

Statement of facts and evidence supporting the grievance: (Attach
supporting documents if available)

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Redress sought:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

INSTRUCTIONS: Fill out as indicated.

Step 1   DISTRIBUTION:  Original  1st Copy  2nd Copy
         Director      Steward   Campus Grievance File

Date Received   _____________________________   By  _______________________________

Grievance Number:  ________________________

Disposition:       Settled        Withdrawn         Rendered       Date:  ___________________

To be completed by Director