



Professional Aviation Safety Specialists

Grievance Worksheet

Article 5, Section 8

Name of grievant: _____ Phone: _____
 Date of occurrence: _____ Email: _____
 FAA grievance number: _____
 Name of Rep. filing: _____ Phone: _____
 Email: _____

Step 1: Employee or union Rep. submit written grievance to first level supervisor within 21 calendar days of knowledge of occurrence.	Due Date:	Date Filed:
Supervisor submit response to employee with copy to 1st level Rep. due within 15 calendar days of receipt of grievance.	Response Due:	Response Received:
Step 2: If grievant or Union is dissatisfied with response, elevate to SMO Manager through SMO/Branch Rep. within 21 calendar days of receipt of first level denial.	Due Date:	Date Submitted:
Manager's response due grievant with a copy to SMO/Branch Rep. within 30 calendar days of receipt of grievance.	Response Due:	Response Received:
Step 3: If Union dissatisfied with response, SMO/Branch Rep will discuss merit in elevating to division with RVP (Asst.). Submit all information to RVP (Asst.). RVP will then elevate to Division Manager through Regional HR/LR within 15 calendar days of receipt of SMO denial.	Due Date:	Date Submitted:
Division Manager's response due within 15 calendar days of receipt of grievance.	Response Due:	Response Received:
Step 4: If Union dissatisfied with Regional level response or denial, the RVP can elevate to the National level with request for arbitration within 30 calendar days of response.	Due Date:	Date Submitted:
If request for arbitration is approved, an arbitrator is selected within 30 calendar days after receipt of request.	Due Date:	Selection Made:
Arbitrator makes a decision within 30 calendar days after selection.	Due Date:	Decision Made:

The Contract states that all correspondence be conducted using certified mail.

*Please be aware that even though there **is no informal** grievance procedure, you should work to resolve the problem prior to filing the grievance. In doing this, you must mutually agree to push back on timeframes. If you cannot resolve the issue informally, and feel you need to file a grievance, **your timeframe for filing begins on the day you mutually agree you cannot come to resolution informally.** It may be necessary to have a paper trail (email) showing your attempt to resolve informally and when you both agreed that a resolution could not be reached. Please ensure parties agree to and understand what this means.*