

Do not use carbon paper. Press firmly using ball point pen, or use typewriter.

**WISCONSIN COUNCIL OF COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL #40**  
affiliated with  
**AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES**

LOCAL UNION NAME: \_\_\_\_\_ No. \_\_\_\_\_

Employer: \_\_\_\_\_

Complaint and Grievance No. \_\_\_\_\_ Date \_\_\_\_\_

Employee's Supervisor \_\_\_\_\_ Work Location \_\_\_\_\_

Employee's Name \_\_\_\_\_ Hiring Date \_\_\_\_\_

Employee's Phone \_\_\_\_\_ Grade Level \_\_\_\_\_

Date of the alleged infraction \_\_\_\_\_

**Statement of Grievance:**

(Circumstances of Facts): **(Briefly, what happened)** \_\_\_\_\_

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

(The contention—what did management do wrong?) **(Article or Section of contract which was violated if any)** \_\_\_\_\_

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

(The Request for Settlement or corrective action desired): \_\_\_\_\_

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



(Signed) \_\_\_\_\_