

# Communication Workers of America Local 3204



279 Logan Street SE., Atlanta, GA 30312

Ph: (404) 688-1256

Fax: (404) 688-6236

[www.cwa3204.org](http://www.cwa3204.org)

## Informal Grievance Settlement

Grievant(s): \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

\_\_\_\_\_

Grievant Email: \_\_\_\_\_

Issue(s) and Articles of the Contract Involved: \_\_\_\_\_

\_\_\_\_\_

Informal Meeting Date: \_\_\_\_\_

Grievance#: \_\_\_\_\_

Representatives in Attendance:

\_\_\_\_\_  
Company

\_\_\_\_\_  
Union

Settlement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Union

\_\_\_\_\_

Officer Approval (if needed)

\_\_\_\_\_

Grievant