**Local Grievance Response**

*Note: Local Supplemental Agreements, Memoranda of Understanding, or established past practices may establish additional requirements that must be followed. This template ensures compliance with each of the national master collective bargaining agreements.*

*Additionally, each Master Agreement’s article on the negotiated grievance procedure should be carefully consulted throughout the process to ensure compliance with all other requirements and adherence to timelines.*

*It is recommended that HR consult with local District Counsel representatives as appropriate throughout the grievance procedure.*

[*Name and Union position title if filed by the union*]

[*Union and Local number*]

**OR**

[*Employee name and position*]

CC: [*Local Union President*]

Subject: Step [One/Two/Three] Grievance Response – [*Subject of the Grievance*]

1. This is the response to the Step [One/Two/Three] Grievance filed on [*date*] regarding [*subject of the grievance*]. The grievance is [granted/denied/granted in part and denied in part]. [*Brief recap of the complaint as described in the grievance.*]
2. The grievance alleges the following violations:
* [*Recap of allegation #1*]
* [*Recap of allegation #2*]
* [*Recap of allegation #3*]
* Etc.
1. The grievant requests the following remedies:
* [*Remedy #1*]
* [*Remedy #2*]
* [*Remedy #3*]
* Etc.
1. In accordance with Article [*insert article number on the grievance procedure for the appropriate master agreement*], a meeting was held on [*date*]. In attendance were [*names of attendees*].
2. [*Narrative description of the incident being grieved.*]
3. In response to the aforementioned allegations, I find the following:
* [*Response to allegation #1*]
* [*Response to allegation #2*]
* [*Response to allegation #3*]
* Etc.

**[Omit if there are no procedural issues]**

1. In consideration of the grievance, the following procedural issues were identified:
* [*Procedural issue #1*]
* [*Procedural issue #1*]
* [*Procedural issue #1*]
* Etc.
1. The requested remedies are granted or denied as follows:
* [*Remedy #1*]: granted/denied/granted with modification
* [*Remedy #2*]: granted/denied/granted with modification
* [*Remedy #3*]: granted/denied/granted with modification
* Etc.
1. *Additional language for NFFE grievance responses. Language may be modified and included in response to grievances filed by other unions as well:* If you are dissatisfied with this decision, you have the right to advance the grievance to [the second step of the grievance procedure]/[arbitration] in accordance with Article [5]/[6] of the Master Agreement.

*Signature of designated management official*