**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.*

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| ***Suggested format:*** | ***Guidance:*** |
| [*Name and Union position title if filed by the union*][*Union and Local number*]**OR**[*Employee name and position*]CC: [*Local Union President*] | *The response should be submitted to the individual who filed the grievance.* *When an employee files a grievance independent of the union, management is required to notify the union and provide them an opportunity to attend all grievance meetings.*  |
| 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.*]
 | *Begin by stating whether the grievance is granted, denied, or partially granted.* *Reiterate the complaint as it is described in the grievance. A few sentences are often sufficient.*  |
| 1. The grievance alleges the following violations:
* [*Recap of allegation #1*]
* [*Recap of allegation #2*]
* [*Recap of allegation #3*]
* Etc.
 | *The NAGE and NNU contracts require that a grievance specifically cite the contractual, statutory, regulatory, and/or policy violation(s) alleged to have been committed by management.**This is not a requirement of the AFGE or NFFE contracts but is common. If a grievance filed under the AFGE or NFFE master agreements does not have specific allegations of violations, delete this paragraph.*  |
| 1. The grievant requests the following remedies:
* [*Remedy #1*]
* [*Remedy #2*]
* [*Remedy #3*]
* Etc.
 | *Identify the remedy or remedies requested by the grievant.*  |
| 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*].
 | *Not all of the master agreements require meetings, but all permit it at each step. Delete paragraph if no meeting was held.*  |
| 1. [*Narrative description of the incident being grieved.*]
 | *Briefly summarize the facts related to the incident that gave rise to the grievance. Answer the who, what, where, when, and why questions.*  |
| 1. In response to the aforementioned allegations, I find the following:
* [*Response to allegation #1*]
* [*Response to allegation #2*]
* [*Response to allegation #3*]
* Etc.
 | *When responding to allegations presented in a grievance, management must decide how detailed a response it would like to give. If the matter is likely to result in arbitration, is it not necessary to reveal your entire defense during the grievance process. In other cases, a thorough explanation, including citation of case law, may be persuasive enough to convince the grievant not to proceed to the next step.* *If management determines an allegation of wrongdoing is true and accurate, that should be acknowledged in the response.* *If a grievance filed under the AFGE or NFFE master agreements does not include/have specific allegations of violations, respond more generally to the complaint(s) that serve as the basis for the grievance.*  |
| 1. In consideration of the grievance, the following procedural issues were identified:
* [*Procedural issue #1*]
* [*Procedural issue #1*]
* [*Procedural issue #1*]
* Etc.
 | *Procedural issues include untimely filing of the grievance; filing a grievance over a non-grievable matter; filing the grievance at the improper step or with the improper management official.* *Procedural issues such as these may render a grievance non-arbitrable but must be raised in writing prior to the arbitration hearing.* *Delete paragraph if no procedural issues are present.*  |
| 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.
 | *If management concedes that a violation has occurred, it is appropriate to grant some or all of the requested remedies. Alternative remedies may also be granted when appropriate.* *Note: partially granting a grievance does not prevent the union from advancing the grievance to the next step. Consider resolving the grievance through a settlement agreement in which certain remedies are granted in exchange for the union’s withdrawal of the grievance.*  |
| 1. *Additional language for NFFE grievance responses:* 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.
 | *This language is required for NFFE grievance responses but may be altered and included in a response to a grievance filed under the procedures of our master agreements with other unions as well.*  |
| *Signature of designated management official* |  |