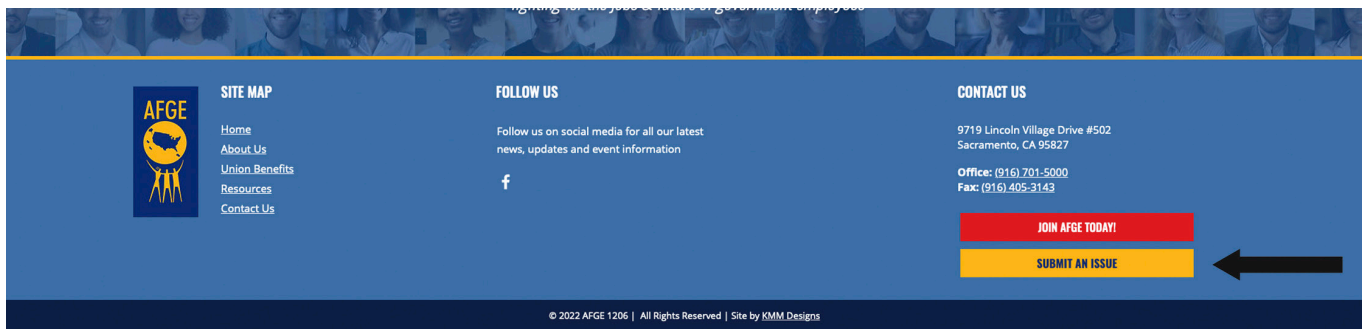


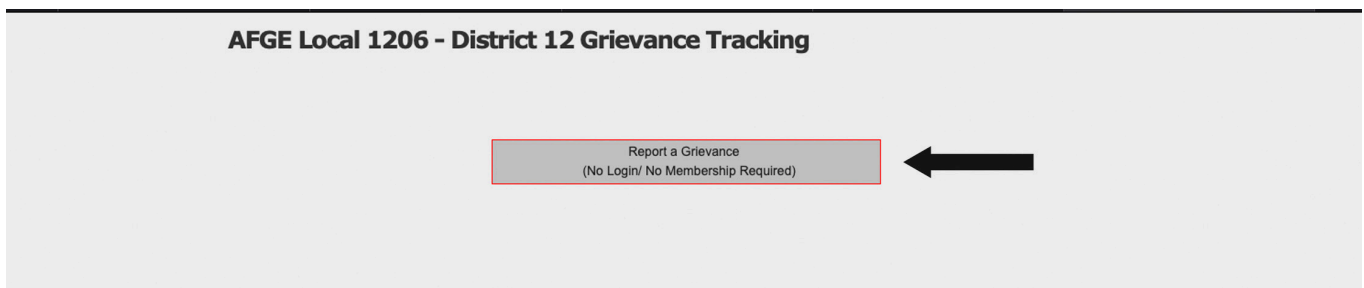


How To File A Grievance

1. Please visit www.afge1206.org
2. When the home page loads scroll all the way down
3. Click on the yellow "Submit an Issue" button on the bottom right



4. You will see the following screen



5. Click on the Report a grievance - No Login/No Membership Required Button



How To File A Grievance

6. It will bring you to the submission page.

AFGE Local 1206 - District 12 Grievance Tracking

Report a Grievance

Employer Information

| | |
|---|---|
| Employer: --Select One-- | Job Title: <input type="text"/> |
| Supervisor Name: <input type="text"/> | Supervisor Email: <input type="text"/> |
| Supervisor Title: <input type="text"/> | Supervisor Phone: <input type="text"/> |

Your Information

| | |
|-------------------------------------|---|
| First Name: <input type="text"/> | Last Name: <input type="text"/> |
| Department: <input type="text"/> | Current Shift: <input type="text"/> |
| Phone: <input type="text"/> | Personal Email: <input type="text"/> |

7. Fill out all the information on the web page.

8. At the bottom of the page attach documents (DOR, emails, letters, and anything else relevant to the case).

Supporting Documents

Attach Files to Form (0)

9. And do not forget to click on the "Submit Report" button