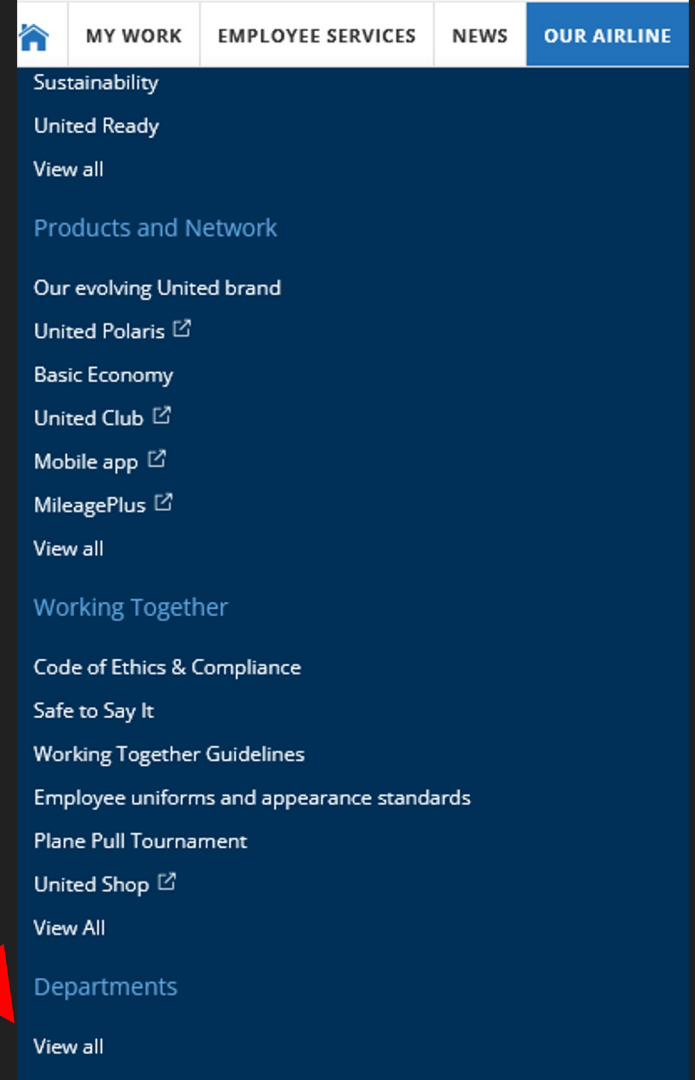


# How to Find and Use the UA First Step Form

# Where is the Form?

- Flying Together
  - Our Airline
    - Departments
    - View all
- The form is also available on the IAM141.org Website



# Where is the form?

- Labor Relations
  - In This Section

Labor Relations ☰ IN THIS SECTION

Airport Operations >

- Airport Operations
  - Forms

Airport Operations  
Go here

Fleet Services

Passenger Services

Forms



# Where is the Form?

- Forms
  - Grievances
  - Standard Grievance Form

## Labor Relations

[Labor Relations](#) / [Airport Operations](#)

### Forms

#### Union Business Tracking

- [Union Business Tracking Form](#)
- [Union Business Tracking Guidance](#)
- [Union Business Tracking Presentation - AO](#)

#### Grievances

- [Standard Grievance Form](#)





# How to fill out the Form

Click on "New Filing"

VERSION: IAM201612.02

**UNITED** 

**STANDARD COMPLAINT/GRIEVANCE FORM**

**A**

Is your issue

- Individual (Disciplinary)
- Contract

**B** Related To:  Individual  Contract Issue



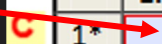
# How to fill out the Form

Enter your Employee uID (Numbers Only)

Enter your 5-digit LOC (Location Code, i.e ORDCG, PHLCS, SFOJG, etc)

Enter your Last Name, First Name, Middle Initial (Not Required) and Current Classification (i.e RSSR, CSR, RSE, LRSE)

- You can include up to five total employees on a single form. If there are more than five involved, you must fill out another form.




	Employee ID: (123456)	LOC	Last Name	First Name	MI	Current Classification:
1*						
2						

# How to fill out the Form


Select the Applicable CBA via the dropdown menu

Applicable Agreement / Policy <i>(Select Agreement OR Enter Other Policy Document)</i>	
<b>D</b>	CBA* --SELECT--
	Other



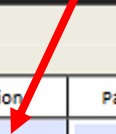
Enter the Article, Section and Paragraph

Section(s) of the Agreement at issue <i>(Enter exact provision of the CBA)</i>			
<b>E</b>	Article*	Section*	Paragraph*
1	--SELE	--SELE	




If it is from a LOA, use the Letters Of Agreement Section

Section(s) of the Agreement at issue <i>(Enter exact provision of the CBA)</i>							
<b>E</b>	Article*	Section*	Paragraph*		Article	Section	Paragraph
1	--SELE	--SELE		4	--	--	
2	--	--			<i>Letter(s) of Agreement</i>		
3	--	--			--SELECT--	--	--



# How to fill out the form

If your Grievance is related to other policies such as Attendance, use the “Other” section



<b>Applicable Agreement /Policy</b>	
<i>(Select Agreement OR Enter Other Policy Document)</i>	
<b>D</b>	CBA* --SELECT--
	Other
	Other
	Other



# How to fill out the form

Click the Level of Grievance  
(Step 1)

*You must include  
the Date you had a  
verbal discussion!!!*

The rest of this section will  
Automatically become filled  
out

<b>F</b>	<input type="radio"/>	<b>STEP 1*</b> Discussion held on? <input type="text"/>	<input type="radio"/>	<b>STEP 2</b> <b>GRIEVANCE</b>	<input type="radio"/>	<b>STEP 3</b> <b>GRIEVANCE</b>	<input type="radio"/>	<b>STEP 4</b> <b>ARBITRATION</b>
	Received:		Received:		Received:		If the Union decides to further appeal the 3rd step answer to the System Board, within 40 days from the Company's answer it must perfect all facts in a written Submission to the Company and the System General Chairman.	
	Decision Dt:		Decision Dt:		Decision Dt:		Enter Passcode to Enable Company Functions ---> <input type="text"/>	
	Status:		Status:		Status:			
	Disposition:		Disposition:		Disposition:			

# How to fill out the Form

- Write a summary of the Grievance
- When using an article in the contract, make sure to use a catch-all phrase, such as “Including, but not limited to,” or “all others that may apply.”

<b>G</b>	<b>Complaint / Grievance Summary*</b>	

# How to fill out the Form

What specific remedy can be sought?

- How can the issue be resolved?
- Example:
  - If the remedy is monetary in nature, include the phrase, “applicable rate.”

**ALWAYS ASK THAT THE GRIEVANT  
BE MADE WHOLE**

How can the dispute be resolved?*

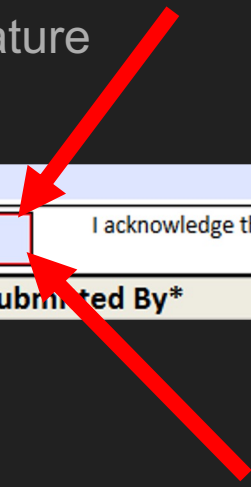
\*See the Additional Requirements of the respective Collective Bargaining Agreement

# How to fill out the Form

Confirm your Acknowledgement signature

This is your electronic

<b>H</b>	<input type="checkbox"/>	I acknowledge the information provided in this document is in accordance to the defined requirements of the respective Collective Bargaining Agreement. I understand that checking this box constitutes a legal signature confirming that I acknowledge the accuracy of the information provided.	
<b>I</b>	<b>Submitted By*</b>		<b>J</b> <b>Delivered to Company Representative*</b>



# How to fill out the Form

Fill out the name of the person submitting the form

Submitted By*		
Last Name	First Name	MI
Title	Employee/Self	

Fill out the name of the Management Employee the grievance is being submitted to and their title

Delivered to Company Representative*		
Last Name	First Name	MI
Company Representative Title		

# How to fill out the Form

Once everything is completed

- Check your form to make sure it is all correct and accurate
- Go to the top of the page
- Save the Document as a PDF
- Email to appropriate recipients, including but not limited to:
  - Management, Local Committee, AGC, etc.
- Print the Document to hand deliver to management