SOUTHWEST AIRLINES/TWU LOCAL 555 GRIEVANCE FORM

Obtain From TWU 555 Office 1-800-595-7672

Complete at Station Level - Please Print

Case Number: _____

Grievant Name

Location

Employee Number

Yes ◯ No ◯

Classification Seniority Date

Phone Number

Texting? (circle one)

From: To:

Position

Preferred time of contact

Date Of Incident

Email Address

Date Grievance Filed

Specific Article(s) Involved

Employee Statement of Grievance:

Remedy or Settlement Sought:

I hereby authorize TWU to act on my behalf in the disposition and settlement of this grievance.

Grievant Signature

Date

TWU Representative/Designee Signature

Date Grievance Forwarded to Department or Assistant Manager or Designee: _____

Decision:

Department or Assistant Manager or Designee Signature: _____ Date _____

TWU Representative Signature: _____ Date _____

Settlement Accepted: YES ☐ NO ☐

Date Grievance Forwarded to Station or Provisioning Manager or Designee: _____

Decision:

Station Manager Signature: _____ Date _____

TWU Local 555 Representative Signature: _____ Date _____

Settlement Accepted: YES ☐ NO ☐

Forwarded to Local 555 Office: Yes ☐ No ☐ Date _____

Referred to District Representative: Yes ☐ No ☐ Date _____