



Statement of Grievance

Name of Employee Employee #

Mailing Address

City State Zip Station/Job title

Phone# Personal Email

Company email TWU Local email

Statement of Grievance:

This is in violation of the TWU contract, including Articles:

I seek to be made whole in every way including but not limited to (remedy sought):

I authorize the Transport Workers Union of America as my representative to act for me in the disposition of this grievance. By typing my name in the signature block below, I acknowledge that this is my electronic signature for purposes of this grievance.



Electronic signature

Date:

Member: Send grievance via email to: envoy.twu.grievance@aa.com, and your TWU Local email address (see above) for step1 and step 2 of the grievance procedure. Reference: Article 21. A.

The designated Manager at the station will render a decision as soon as possible but no later than 7 days following the receipt of the grievance (the 7 days begin the day the employee emails the grievance) per the TWU/Envoy collective bargaining agreement Article 21. A. Step 1. The response will be sent to the Employee's company email address, the TWU email address listed above and to the employee's personal email address listed above.

Decision of Designated Manager:

By typing my name on the signature block below, I acknowledge that this is my electronic signature for purposes of this grievance.

Manager's Signature

Date:

Case appealed to the Managing Director by, **Employee signature**

Date:



By typing my name on the signature block above, I acknowledge that this is my electronic signature for purposes of this grievance

The Managing Director will render a decision as soon as possible but no later than 10 days following the receipt of the grievance (the 10 days begin the day the employee emails the appeal) per the TWU/Envoy collective bargaining agreement Article 21. A. Step 2. The response will be sent to the Employee's company email address, the TWU email address listed above and to the employee's personal email address listed above.

Decision of Managing Director/designee

By typing my name on the signature block below, I acknowledge that this is my electronic signature for purposes of this grievance.

Managing Director/designee Signature

Date:

If the decision of the Managing Director/designee is not satisfactory to the employee, the grievance and the decision may be appealed to the Envoy Air Inc. boards of adjustment.

Member signature requesting appeal to third step.



Member must send documents to their assigned TWU Local's email address and request the appeal within 20 days of receipt of the decision rendered by the Managing Director/designee.