

**ISSUE INFORMATION/GRIEVANCE FORM LEVEL 1 & 2**

<b>TRACKING NUMBER (REQUIRED)</b>		<i>ADMINISTRATIVE USE ONLY</i>		<i>PSC USE ONLY</i>	
<b>EMPLOYEE NAME:</b>					
<i>DEPARTMENT</i>		<i>BRANCH</i>		<i>WORK LOCATION</i>	
<i>SHOP STEWARD/REPRESENTATIVE (CONTACT PERSON)</i>		<i>LOCAL</i>		<i>WORK PHONE</i>	
				<i>EMAIL ADDRESS</i>	
<b>SUMMARY OF ISSUE</b>					
<i>SIGNATURE OF EMPLOYEE:</i>			<i>SIGNATURE OF SHOP STEWARD/REPRESENTATIVE:</i>		

<b>LEVEL 1:</b>		<i>DATE SUBMITTED to Supervisor for 1st LEVEL:</i>	
<i>SUPERVISOR NAME:</i>		<i>SIGNATURE OF SUPERVISOR (Receiver):</i>	
<b>DISTRIBUTION AT LEVEL 1:</b>			
<input type="checkbox"/> <i>LEVEL 1 SUPERVISOR → SUPERVISOR sends copy to DEPARTMENT H.R.</i> <input type="checkbox"/> <i>YUKON EMPLOYEES UNION (FAX 667-6521) → YEU sends copy to PSC – LABOUR RELATIONS</i>			
<i>DATE(S) Level 1 Meeting(s):</i>			

<i>Result of Level 1 – to be completed by Shop Steward</i>	
<input type="checkbox"/> <b>RESOLVED</b> <input type="checkbox"/> <b>UNRESOLVED, Referred to Level 2</b>	<i>DATE:</i> <i>SIGNATURE OF SHOP STEWARD or GRIEVOR:</i>

<b>LEVEL 2:</b>		<i>DATE SUBMITTED to Manager for 2<sup>nd</sup> LEVEL:</i>	
<i>MANAGER NAME:</i>		<i>SIGNATURE OF MANAGER (Receiver):</i>	
<b>DISTRIBUTION AT LEVEL 2:</b>			
<input type="checkbox"/> <i>LEVEL 2 MANAGER</i> <input type="checkbox"/> <i>YUKON EMPLOYEES UNION (FAX 667-6521) → YEU sends copy to PSC – LABOUR RELATIONS</i>			
<i>DATE(S) Level 2 Meeting(s):</i>			

<i>Result of Level 2 – to be completed by Shop Steward</i>	
<input type="checkbox"/> <b>RESOLVED</b> <input type="checkbox"/> <b>UNRESOLVED, Referred to Level 3 by:</b>	<i>DATE:</i> <i>SIGNATURE OF REFERRING PARTY:</i>