



**GRIEVANCE RECORD**  
No. \_\_\_\_\_

**GENERAL MILLS INC. BUFFALO N.Y, FLOUR MILLING OPERATIONS**  
**UNION: BAKERY CONFECTIONARY TOBACCO & GRAIN MILLERS (AFL-CIO) LOCAL 36G**

Employee(s): \_\_\_\_\_

Department: \_\_\_\_\_

First Level Manager: \_\_\_\_\_

Crew: \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Settlement Desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**First Step**

It is agreed that a grievance must be presented in the first step of the grievance procedure within eight (8) working days after its occurrence. If not presented within the said eight (8) days, the grievance is waived. If no settlement is reached within three (3) working days from the date the grievance was submitted, the immediate Supervisor will present a written response to the Union by the fifth day. The immediate Supervisor's response will be attached, and both parties will sign the grievance form referring it to the next step.

**Action by Dept. Steward, Team Leader, and/or Grievant:** \_\_\_\_\_ **Date Grievance Presented:** \_\_\_\_\_

- Settled \_\_\_\_\_
- Proceed to Second Step \_\_\_\_\_

\_\_\_\_\_  
Team Leader Signature

\_\_\_\_\_  
Dept. Steward Signature

**Second Step**

The Second Step of the grievance procedure will take place within five (5) working days following the referral of the grievance to the Second Step. If no settlement is reached within five (5) working days from the date the grievance was submitted, the Company Department Head or designee will present a written response to the Union by the seventh day. The Company Department Head or designee response will be attached, and both parties will sign the grievance form referring it to the next step.

**Action by Dept. Steward, Team Leader III, and Grievant:** \_\_\_\_\_ **Second Step Meeting Date:** \_\_\_\_\_

- Settled \_\_\_\_\_
- Proceed to Third Step \_\_\_\_\_

\_\_\_\_\_  
TL III Signature

\_\_\_\_\_  
Dept. Steward Signature

**Third Step**

**Action by Business Agent, Mill Representative, Plant Manager/Operations Manager, HR Manager:**  
**Date Grievance Entered:** \_\_\_\_\_

- Settled \_\_\_\_\_
- Proceed to Arbitration \_\_\_\_\_

\_\_\_\_\_  
Plant Mgr. / Ops Mgr. Signature

\_\_\_\_\_  
HR Mgr Signature

\_\_\_\_\_  
Business Agent Signature

\_\_\_\_\_  
Mill Rep. Signature