

CONFIDENTIAL AND NON-PRECEDENT SETTING

Alternate Dispute Resolution Form

For Protest		Potential or Existing Grievance	
Max 2 Days Discipline, If Over 2 Days Then Need Leadership Approval		For Contract Interpretation Issues	
MANAGEMENT REPRESENTATIVE AND TITLE (PRINT)		UNION REPRESENTATIVE AND TITLE (PRINT)	
		LOCAL #	
ADR REQUESTED BY: M OR U		IF APPLICABLE, ADR REQUEST DECLINED BY: M OR U	
DATE of ADR REQUEST:		REASON ADR DECLINED:	
Employee Name		If for Protest , Proposed Discipline or Action:	
Job Title:	Work Location:	Department:	
ISSUE			
Why was the Discipline being considered? (e.g., work performance or misconduct, etc.) Or Describe the Potential or Existing Grievance (e.g., missed overtime opportunity, change in local practice, bidding issue, etc.)			
RULE(S)			
What specific Rule or Rules apply to this Issue? (e.g., 6.3A or 6.3B, other contract section, policy, etc.) Please write out rule(s):			
CONCLUSION			
(CIRCLE ONE) RESOLVED OR UNRESOLVED			
If Resolved, write out the agreement here. If Unresolved, explain why and then skip to NEXT STEPS:			
Do you need more information?			
IF IN AGREEMENT WITH RESOLUTION MANAGEMENT REPRESENTATIVE SIGNATURE REQUIRED		IF IN AGREEMENT WITH RESOLUTION UNION REPRESENTATIVE AND GRIEVANT SIGNATURE REQUIRED	
Signature:	Date:	Union Rep Signature:	Date:
		Employee Signature:	Date:
NEXT STEPS			
<ol style="list-style-type: none"> 1. Copy to Union Representative: Representative FAX or Mail copy to appropriate Union: <ol style="list-style-type: none"> a. If UWUA Fax to (562) 696-0374 or Mail to 525 North Cabrillo Park Drive, Suite 200 Santa Ana, CA 92701 b. If ICWUC Fax to (909) 476-7625 or Mail to 3200 Inland Empire Blvd, Suite 160 Ontario, CA 91764 2. Copy to Management Representative: Email (Scan) Copy to Labor Relations at LaborRelationsSCG@semprautilities.com 3. Copy to Employee by Request 			
COMMENTS AND SUGGESTIONS*			