



MEMORANDUM OF ORAL NOTICE TO SUPERVISOR OF POTENTIAL GRIEVANCE

This memorandum is a written record of the fact that I, _____,
on this date, _____, orally discussed with supervisor
_____ that I have or, if I am a union representative, that
_____ has a potential grievance on the general subject of
_____, and that I gave a copy of this memorandum to that
supervisor and reminded him that, under the contract, he has seven calendar
days to answer the complaint.

After completion of this form please make a copy and deliver to a Union Representative