

**GRIEVANCE (ARTICLE 13) FORM FACT SHEET**

**GENERAL PRESIDENTS' COMMITTEE ON CONTRACT CONSTRUCTION**

PARTY FILING GRIEVANCE:

INDIVIDUAL SUBMITTING: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail \_\_\_\_\_

OPPOSING PARTY:

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail \_\_\_\_\_

PROJECT INFORMATION:

CLIENT/LOCATION:

DATE GRIEVANCE OCCURRED:

APPLICABLE AGREEMENT PROVISIONS ALLEGEDLY VIOLATED:

APPLICABLE NAC INTERPRETATION (if any):

BRIEF STATEMENT OF FACTS:

REMEDY SOUGHT:

## GRIEVANCE MEETINGS

Briefly state, in the space provided, the following pertinent facts:

Date of meeting, whether in person or telephone; location of meeting, if appropriate; those in attendance; briefly state the issues of discussion and if any agreement or consensus was reached:

Step 1: DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

Step 2: DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

Step 3: DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

(ATTACH SUPPORTING DOCUMENTATION)

**THIS FORM AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED BY EMAIL TO THE NCA ADMINISTRATIVE OFFICE AT [\[SHARI@NABTU.ORG\]](mailto:SHARI@NABTU.ORG). THE EMAIL MUST SHOW THAT THE OPPOSING PARTY WAS COPIED ON THE EMAIL AND SENT THIS FORM AND ALL SUPPORTING DOCUMENTATION SUBMITTED TO THE NCA ADMINISTRATIVE OFFICE.**