

## BROTHERHOOD OF LOCOMOTIVE ENGINEERS NOTICE OF CLAIM/GRIEVANCE

## A. GENERAL INFORMATION

- 1. This claim is to be used by the individual employee when filing a claim, including a rejected time slip, or grievance with the BLE local chairman or BLE local division, as the case may be. It is not to be used in presenting or appealing a claim or grievance to management of the railroad.
- 2. The BLE Constitution and Bylaws provide that in an emergency, a claim or grievance involving a contract interpretation, dismissal, suspension or other emergency cases, may be filed directly with the local chairman. In all other cases, claims or grievances must be referred to the local division.
- 3. The BLE Constitution and Bylaws also provide that a claim or grievance must be accompanied by a full statement of facts.
- 4. Claims or grievances must be filed with management of the railroad within certain time limits, generally within sixty (60) days of the date of occurrence which gave rise to the claim or grievance. Therefore, each aggrieved employee should make certain that his/her claim, including rejected time slips, or grievance is filed with the local chairman or local division in ample time for it to be prepared properly and presented and/or appealed to the proper carrier officer within the specific time limits.

B. 	3. STATEMENT OF CLAIM OR GRIEVANCE (Briefly describe the nature of your claim or grievance.)			,
C.	FACTS ABOUT YOUR CLAIM O	R GRIEVANCE (Cor	nplete all items applicable to this cl	aim or grievance.)
1.	Date of occurrence giving rise to claim or grievance		Date of claim	
2.	Occupation on date of occurrence	0.	Month-Day-Year	Month-Day-Year
۷.	A. Engineer	e.	E. Conductor/Foreman	
	B. Assistant Engineer		F. Brakeman/Switchman	
	C. Fireman		G. Other	
	D. Hostler		G. Guioi	
3.				
	Passenger		Assigned Local	
	Commuter		Road Switcher (Dodger)	
	Pool Freight		Yard	
	Interdivisional		Other	
4.	Train No. or Job No	_ 5. Location of clai	m	6. No. of locomotives
7.	Locomotive Nos			8. Time on Duty
9.			11. Amount claimed	Miles, Time or Money

## NOTICE OF CLAIM/GRIEVANCE

Page 2

D. LIST BELOW ALL OTHER PERTINENT FACTS CONCERNING THIS CLAIM OR GRIEVANCE (Use a separate sheet if necessary):						
E. What provisions of the contract or agreement do you believe have been violated or which support your claim?						
F. Be sure to attach copies of any documents bearing on the claim or grievance, e.g., time slips, rejection or denial notices, notices of investigations or hearings, instructions, etc.						
Date Printed Name of	Date Printed Name of Claimant Signature of Claimant					
FOR USE BY LOCAL CHA	IRMAN OR LOCAL DIVISION ONLY					
Local Chairman	Local Division					
Date received from claimant	Date received from claimant					
Date received from local division	Date of Division action					
BLE File No.	Date referred to local chairman					