

# **AFSCME LOCAL 88**

*Representing employees of Multnomah County  
Central City Concerns  
Transition Projects, Inc.  
American Friends Service Committee*

## **POLICIES**

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*Approved April 2007 General Membership Meeting*



## **0100.00 ALLOWANCES**

The intent of this policy is to provide an allowance to assist with expenses incurred while conducting Local 88 business.

### **0100.100**

The highest allowances will be paid, and payment is contingent upon the member's attendance at the listed meetings each month. Compensation will not be paid for any unexcused absence. Excused absences are defined as calling or e-mailing the Secretary and Treasurer in advance of the meeting. Allowances will be paid by check, and employment taxes will be deducted. The amount of the allowance and the meeting schedule are indicated below.

### **0100.200**

POSITION	AMOUNT	EXECUTIVE BOARD MEETING	STEWARDS MEETING	GENERAL MEMBERSHIP MEETING
PRESIDENT	\$300	YES	YES	YES
VICE PRESIDENT	\$250	YES	YES	YES
SECRETARY	\$250	YES	YES	YES
TREASURER	\$250	YES	YES	YES
EXECUTIVE BOARD MEMBER	\$70	YES	YES	YES
TRUSTEE	\$70	YES, auditing	YES	YES
CHIEF STEWARD	\$70	YES	YES	YES
STEWARD	\$32	NO	YES	YES
WEBMASTER	\$250	YES	YES	YES

### **0100.300**

Local 88 members employed by a contracted agency, who hold one of the above titled positions, will be compensated at an amount equal to that of a Local 88 member employed by Multnomah County, holding the same union title.

### **0100.400**

The AFSCME Local 88 Executive Board meets on the first Wednesday of each month at 6:15 p.m. at the AFSCME office, 6025 East Burnside, Portland, OR 97215. The Steward Meeting and General Membership meetings are held on the third Wednesday of each month at the AFSCME office, 6025 East Burnside, Portland, OR 97215, beginning at 6:00 p.m. and 7:00 p.m., respectively.

### **0100.500**

The stewards and general membership meetings for the contracted agencies may be held on other days, locations and at other times. The stewards who attend these meetings will be compensated, if lists of attendees at those meetings are submitted to the treasurer.

## **0200.00 CONFERENCES, CONVENTIONS AND TRAININGS**

The intent of this policy is to identify is to discuss practices related to conferences, conventions and training sessions.

### **0200.100 Conferences and Conventions**

Members who wish to attend a conference or a convention must be members in good standing. They must have participated in union activities within the past year such as, but not limited to, union committees, phone polls, canvassing, fundraisers, etc. Attendees are expected to participate fully in the conference or convention activities.

**0200.100A Conventions**

AFSCME Local 88 Officers (President, Vice-President, Secretary and Treasurer) are automatic delegates to all conventions. Additional delegates and alternates to conventions (as allowed by constitution of the hosting affiliate) will be elected by the membership, at a General Membership Meeting.

**0200.100B Conferences**

The number of members allowed to attend a conference will be determined by motion. Should the number of members interested in attending the conference exceed the motion, the motion may be amended or an election will be held.

**0200.200 Training Sessions**

Members are encouraged to take part in various training opportunities available. All participation (including fees, travel costs, per diem and/or lost time) requires approval by a motion. Several training sessions are available through Council 75. In addition Local 88 participates in the training opportunities offered by the Labor Education and Research Center (LERC). Other training opportunities will be evaluated and approved by the membership. Sign-up for training opportunities will be made available at General Membership Meetings so all will have an option to participate.

**0200.200A Steward Training**

Local 88 provides basic steward and grievance handling for all wishing to become a shop steward.

**0200.200B LERC Training**

Local 88 may pay the registration fees, for members who attend LERC trainings held locally in the Portland area. Lost time may be paid if approved. Members are expected to register for classes other than basic steward and grievance handling. Except for Summer School, members who elect to attend LERC trainings held outside of the Portland area may have registration fees paid, if approved, but would be individually responsible for any and all related travel costs.

**0200.200C LERC Summer School**

Local 88 may pay the registration and any travel costs, if approved, for members sent by the local to LERC Summer School.

**0200.300 Expenses related to Conferences, Conventions and Training**

**0200.300A Accommodations for out of town events**

Appropriate accommodations will be provided for out-of-town meetings when an overnight stay is required. A facility for caucuses may be provided. The use of a hotel or in-room safe will be allowed as a reimbursable expense. Each attendee may be reimbursed for one five minute telephone call to their home city each day.

**0200.300B Out of State Transportation**

Air travel arrangements for out-of-town meetings will be arranged by the Treasurer. When traveling out-of-state, air transportation will be provided to and from the event. Transportation between the airport and hotel will be reimbursed, unless the local has provided rental cars for this use. Attendees are expected to use the least expensive mode of transportation when rental cars are not provided. Attendees may elect to set up their own mode of transportation (train, bus, personal auto, etc.) to the event. In such case, the attendee will be reimbursed for the cost of transportation, up to but not exceeding the cost of the airfare offered by the Local.

### **0200.300C In-State Transportation**

When traveling out-of-town, with-in the state, attendees will be paid for mileage to and from the event, at the rate established by the IRS when using their own vehicle. Round trip mileage obtained from information on a "Driving Directions" web site will be paid prior to the event. The attendee may elect to track their mileage and submit a request for reimbursement. The attendee will be reimbursed for the cost of transportation, up to but not exceeding an amount equivalent to IRS mileage amount.

### **0200.300D Per Diem**

No per diem will be paid for local events. The per diem rate for out-of-town events shall be equal to the published IRS rate for the city and state. No per diem will be paid for meals which are provided by the event. Continental breakfast is not considered a provided meal. Cost for incidentals (which include, but are not limited to, cost of laundry, dry cleaning, pressing, fees and tips for persons who provide services (such as housekeepers, maids, concierge, food servers, bell men and luggage handlers) shall be the responsibility of the traveler.

### **0200.300E Receipts**

All reimbursement requests must be made by submitting the expense reimbursement form with all receipts attached. Payment is not authorized without receipts. (See addendum 6)

## **0300.00 EMERGENCY ASSISTANCE**

The intent of this policy is to provide emergency assistance to AFSCME Local 88 members.

### **0300.100 Eligibility**

Any emergency assistance is provided only during the term of a member's employment with either Multnomah County or a Contracted Agency. Dues paying members and members on a leave authorized by the employer may apply for assistance. A loss of income by a member due to layoff or voluntary separation does qualify for assistance.

### **0300.200 COBRA**

The membership may approve assisting a member by paying their COBRA insurance payments. This payment is limited to a maximum of three months.

### **0300.300 Emergency Assistance**

Emergency assistance is provided through a referral to Labor's Community Service Agency, Inc. (LCSA). A member requesting assistance must complete an Emergency Assistance Request form (Addendum 1) and return it to the AFSCME, Local 88 office. A cover letter will be attached and the request forwarded to LCSA and staff from LCSA will contact the member.

### **0300.400 Multnomah County Catastrophic Leave Donation Program**

When an AFSCME Local 88 member has exhausted all paid time, a request for donations of additional leave may be made to all Multnomah County employees. Any employee who is willing to donate either comp time or vacation leave to the requesting member may contact the Multnomah County payroll office.

## **0400.00 FINANCIAL EXPENDITURES AND REIMBURSEMENT**

The intent of this policy is to identify regular and periodic financial expenditures, review lost time processing and payment, and provide for reimbursement.

### **0400.100 Non-political Donations**

An approved list of annual payments is maintained and paid by the AFSCME Local 88 Treasurer.  
(See Addendum 2)

**0400.200 Compensation**

Employment taxes are deducted from all allowance payments paid to any member, and payments are made by check.

**0400.300 Credit Card**

The AFSCME Local 88 Treasurer will be the sole signatory on an AFSCME Local 88 credit card. The card shall be issued in his/her name and shall be used for travel and reservation purposes only and shall carry no balance.

**0400.400 Drawings**

A special drawing may be held once each quarter. These special drawings may be held at a general membership meeting or a general membership meeting which is deemed to be an Executive Board meeting, due to the lack of a quorum. Only members present are eligible to win. Two prizes of \$100.00 may be awarded at each quarterly drawing.

**0400.500 Dues for Retired Members**

Retired AFSCME Local 88 members may have their annual union dues paid for up to two retiree chapters upon annual written request.

**0400.600 Union Business Leave and Lost Time**

The intent of this policy is to describe time off from regular employment to conduct union business.

**0400.600A Union Business Leave for Multnomah County Employees**

Union Business Leave (UBL) for Multnomah County employees is time away from regularly scheduled County duties for Union purposes. There are three types of UBL leave listed below. The Treasurer will advise the member which code to use and assist with any forms required for processing the leave.

Payroll code **UT01** is to be used for general steward duties including activities such as but not limited to the following: investigations, grievance meetings, labor/management meetings, negotiation meetings with the County. The member must be an appointed shop steward or an appointed member of one of the committees to use UT01 time and does not require approval by the membership.

Payroll code **UR01** is to be used for non-political Union events, such as conventions, conferences, training and other union meeting or activities. This time is initially paid by the County. The County is later reimbursed from a Trust fund established by Local 88 under the bargaining agreements. Use of this time requires pre-approval by the membership, or by the executive board as an emergency motion. A "Lost Time Request Form" (Addendum 3) should be completed and submitted to the Treasurer prior to the event.

Payroll code **UU01** is to be used for political Union events or when a member is serving as a temporary replacement as a staff rep. This is unpaid County leave and the member will be paid for their time through the Union's payroll. Use of this time requires pre-approval by the membership or by the executive board as an emergency motion. A member pre-approved for this time will be paid at his/her hourly wage adjusted by the PERS conversion factor. A "Lost Time Request Form" (Addendum 3) should be completed and submitted to the Treasurer prior to the event.

**0400.600B Lost Time for Sub-Locals CCC, TPI or AFSC**

Lost time for Local 88 members who are employed by Central City Concern (CCC), Transition Projects Incorporated (TPI), or American Friends Services Committee (AFSC) (organizations referred to as "Contracted Agencies" or sub-locals) requires pre-approval by the membership, or by the executive board as an emergency motion. Lost time refers to that

time away from the regularly scheduled work hours. Members attending any training, conventions, conferences, or other authorized events requiring lost time must complete the authorization form (see Addendum 3) and turn it in to the local Treasurer for processing. Wages of members employed by Contracted Agencies are not adjusted by the PERS conversion factor.

**0400.700 Mileage**

Mileage will be paid at the current IRS rate. To request mileage reimbursement a member must complete the Mileage Request Form (see Addendum 6) filling in the odometer readings at both the starting and ending points of the trip. (When odometer readings are not provided, the member must submit calculations from a "Driving Directions" web site (such as Map Quest) using the addresses of the starting and ending points.

**0400.800 Miscellaneous Expenses**

**0400.800A Miscellaneous**

Approved miscellaneous expenses will be reimbursed upon presentation of an expense reimbursement form with all receipts attached.

**0400.800B Supplies Purchased by Officers or Committee Chairs**

Expenses incurred by committee chairs or officers for supplies or materials required for the performance of everyday duties of those positions may be reimbursed without a motion of the general membership, receipts must accompany reimbursement request form. (See Addendum 6)

**0400.900 Per Diem**

See **0200.300D**

**0400.1000 Professional Services**

All professional service (excluding legal fees) in excess of five hundred dollars annually will require a written contract.

**0400.1100 Transportation**

See **0200.300B** and **0200.300C**

**0500.00 GOOD AND WELFARE**

The intent of this policy is to note significant life events of AFSCME Local 88 members.

**0500.100 Sending Cards**

The AFSCME Local 88 Secretary will document these events in the meeting minutes and by sending cards for selected events.

**0500.200 Retirement payment**

Those members serving in an elective AFSCME Local 88 position at the time of retirement from County service shall receive a check from the local in the amount of \$88.00. The members may vote to pay a check of \$88.00 to a member who has served the Local, but is not holding an elected position at the time of their retirement.

**0600.00 MEALS**

The intent of this policy is to provide meals at designated meetings.

Meals may be provided at executive board, stewards meetings and negotiation sessions if business is conducted during the meal. If it is appropriate to tip a delivery or wait person, the local will

reimburse up to 15% (with receipts attached). Meals may be provided at other events or meetings where business is being conducted with approval of the membership.

## **0700.00 MEETINGS**

The intent of this policy is to provide information about AFSCME Local 88 meetings.

### **0700.100 Executive Board Meetings**

The AFSCME Local 88 Executive Board Meeting is held at the AFSCME office located at 6025 East Burnside Street, Portland, Oregon, on the first Wednesday of every month beginning at 6:15 P.M.

### **0700.200 Steward Training and General Membership Meeting**

The AFSCME Local 88 Steward Training and the General Membership Meeting are held at the AFSCME office located at 6025 East Burnside Street, Portland, Oregon, on the third Wednesday of every month each month. The Steward Meeting begins at 6:00 P.M., and the General Membership meeting begins at 7:00 P.M.

### **0700.300 Meeting Guidelines**

The following guidelines apply:

- The Executive Board Meeting and the General Membership Meetings are conducted under the guidelines of Robert's Rules of Order, Revised.
- Other meetings may use Robert's Rules of Order, Revised when helpful.
- Children must be kept under control.
- No smoking is allowed.

## **0800.000 ARBITRATION APPEALS**

The intent of this policy is to explain the arbitration appeal process. No grievance may go to arbitration without first obtaining approval of the Executive Board. The Executive Board will vote after a formal presentation/request has been made at a monthly meeting. All discussions prior to a vote are held in Executive Session and considered CONFIDENTIAL.

### **0800.100 Arbitration Appeal Presented to Executive Board**

- Schedule date of appeal request for next E-board meeting with President of Local 88
- Complete Local 88 arbitration appeal form (Addendum 4)
- If grievance is a contract violation, complete just cause questionnaire
- Attach all documents related to grievance; disciplinary letter, all levels of grievance and responses, relevant information/documentation, etc...
- Mail/e-mail to all members of the Executive Board and Chief Stewards at least five (5) working days prior to formal presentation made at Executive Board Meeting, for their review.

### **0800.200 Executive Board Decision**

The Executive Board will make a decision on taking a grievance to arbitration based on the following considerations:

- Have the terms of the contract been violated?
- Has it been assessed by Council Staff or the Council Attorney?
- Does it meet the just cause standard?
- Is there a past practice?
- Is it precedent setting?
- What is the impact on the general membership?

### **0800.300 Decision of Executive Board**

If the Executive Board decides not to take a grievance to arbitration, the staff representative will notify the grievant in writing (by certified mail) of the action and the justification for the action. In the letter the grievant will be notified of the appeal process. The grieving member may appeal to the Executive Director of Oregon AFSCME Council 75 within a time specified. The Executive Director

will be asked to review the grievance under the standards and policies of Local 88. The Executive Director will make a recommendation to the Executive board within 30 days. The Executive Board will review the Directors recommendation and make a final decision.

## **0900.00 COMPLAINT PROCESS**

The intent of this policy is to provide a complaint process to members when they have a concern.

### **0900.100 Filing a complaint**

Members may file a formal complaint against by completing the complaint form and submitting it to an officer. The complaint will be reviewed and an investigation conducted to provide a response to the member filing the complaint. The response will be in writing. All notes and documentation taken during the investigation will remain confidential and only a summary as written in the response will be provided to the member. (See Attachment Addendum 5)

## **1000.00 COMPUTERS**

The intent o this policy is to define the rotational guidelines approved by the membership for computer equipment purchased by the Local. Local 88 will utilize a four (4) year rotational schedule for computer equipment. Laptops and desk top equipment will be replaced and money will be put into the budget to pay for this scheduled replacement. The old computers, if still usable, will be recycled to labor causes.

## **1100.00 MISCELLANEOUS**

### **1100.100 Internal Organizing**

The Local recognized the need to work on internal organizing. It has been approved that \$5000 will be placed in the budget each year to provide for internal organizing within the Local.

## ADDENDUM 1

### LABOR'S COMMUNITY SERVICE AGENCY, INC. ASSISTANCE REQUEST

Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Home Address \_\_\_\_\_

City	State	Zip																										
Telephone Numbers	Home	Work																										
SSN	Date of Birth																											
Referred by	Union Affiliation																											
Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Other <input type="checkbox"/>	Spouse's Name:																											
Spouse Date of Birth	Spouse SSN																											
Number of dependents	Names and ages																											
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Applied for Social Security</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Applied for Retirement</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Applied for Disability</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		YES	NO	Applied for Social Security	<input type="checkbox"/>	<input type="checkbox"/>	Applied for Retirement	<input type="checkbox"/>	<input type="checkbox"/>	Applied for Disability	<input type="checkbox"/>	<input type="checkbox"/>	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Receiving Social Security</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Receiving Retirement</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Receiving Welfare</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Receiving Food Stamps</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		YES	NO	Receiving Social Security	<input type="checkbox"/>	<input type="checkbox"/>	Receiving Retirement	<input type="checkbox"/>	<input type="checkbox"/>	Receiving Welfare	<input type="checkbox"/>	<input type="checkbox"/>	Receiving Food Stamps	<input type="checkbox"/>	<input type="checkbox"/>
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Receiving Social Security	<input type="checkbox"/>	<input type="checkbox"/>																										
Receiving Retirement	<input type="checkbox"/>	<input type="checkbox"/>																										
Receiving Welfare	<input type="checkbox"/>	<input type="checkbox"/>																										
Receiving Food Stamps	<input type="checkbox"/>	<input type="checkbox"/>																										
Working? Yes, Number of Hours/week? _____ No, Last day worked? _____	Monthly Income																											

Please provide any additional information which may help in your request:


## ADDENDUM 2

### NON-POLITICAL DONATIONS

The intent of this policy is to designate the regular and approved donations of money or Local 88 Logo items to be processed on an annual basis.

Organization	Amount of Donation	Month to be Contributed
• <i>Quarter page ad in NWLP for MLK Jr Holiday</i>	\$450*	<i>January</i>
• <i>Labor's Community Service Agency, Inc</i>	\$2500	<i>February</i>
• <i>National Association of Letter Carriers NALC Food Drive</i>	\$100	<i>February</i>
• <i>NW Oregon Labor Council, Labor Appreciation Dinner (include Local 88 logo items, ex T-shirt)</i>	\$250	<i>February</i>
• <i>LERC Summer School Auction</i>	<i>L88 logo items</i>	<i>July (upon request)</i>
• <i>NW Oregon Labor Council Labor Day Picnic</i>	\$100	<i>July or August</i>
• <i>Labor's Community Service Agency, Inc</i>	\$2500	<i>September</i>
• <i>(Payable to United Way for LCSA)</i>		
• <i>Oregon AFL-CIO Union Labor Show</i>	\$250	<i>August (on request)</i>
• <i>Quarter page ad in NWLP for Labor Day Picnic</i>	\$450*	<i>August</i>
• <i>Albertina Kerr Center</i>	\$500	<i>December</i>
• <i>Blanchet House</i>	\$500	<i>December</i>
• <i>Salvation Army</i>	\$500	<i>December</i>
• <i>Sunshine Division</i>	\$500	<i>December</i>
• <i>Toy and Joy</i>	\$500	<i>December</i>
• <i>West Women's Hotel</i>	\$500	<i>December</i>
• <i>Special Olympics – Multnomah County</i>	\$250	<i>On annual request</i>
• <i>Special Olympics – State of Oregon</i>	\$250	<i>On annual request</i>
• <i>Jobs with Justice (JWJ)</i>	\$1200	<i>On annual request</i>
• <i>Jobs with Justice Annual Dinner (1 table)</i>	\$900	<i>Spring</i>
• <i>MCSO Children's Party</i>	\$250	<i>December</i>
• <b>Estimate of total</b>	<b>\$11,450</b>	

\* amount may be adjusted depending upon the cost from the organization

**These deductions are considered approved each year with the reading and approval of the policies. The list may be added to or deleted from during the year by a vote of the membership.**

### ADDENDUM 3



## AFSCME Local 88 Lost Time Request Form

Complete a form for each event, by filling in the blanks. This form can be completed electronically and submitted via e-mail or using a hard-copy. Submit your request to our Local 88 Treasurer no later than 7 business days before the event. Once you have been approved for the time off, use code UR01 for the covered hours. These forms will be used by the Trustees when our records and books are audited.

<i>Name</i>		<i>Personnel or SAP ID Number</i>	
<i>Work Schedule</i>		<i>Work telephone No.</i>	
<i>Supervisor's name</i>		<i>Supervisor's telephone number</i>	
<i>Timekeeper's name</i>		<i>Timekeeper's telephone number</i>	
<i>Hourly rate of pay</i>	\$		
<i>Event title</i>			
<i>Date/s of event</i>			
<i>Location of event</i>			
<i>Number of hours requested</i>			

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

<i>Approved by:</i>	<i>Date:</i>	<i>Posted quarter:</i>



# Addendum 4

## Multnomah County Employees Union American Federation of State, County and Municipal Employees Local 88



### CONFIDENTIAL E-board Arbitration Appeal Summary CONFIDENTIAL

Instructions: Complete the information on the form. Please prepare in advance of the E-board meeting; mail to the Secretary who will distribute to E-board members. This is just a summary of the grievance. After the oral presentation the E-board will vote on the request to take the grievance forward. The shop steward or staff representative will notify the grievant of the result.

<b>Name of Grievant:</b>		
<b>Job Classification:</b>	<b>Department</b>	<b>Years of Service</b>
<b>Summary of Grievance:</b>		
<b>Date Step 1</b>	<b>Date Step 2</b>	<b>Date Step 3</b>
<b>List of contract violations:</b>		
<b>Adjustment/remedy requested:</b>		
<b>What is the impact to the individual grievant?</b>		
<b>What is the impact to the entire membership, if any?</b>		
<b>Strengths of the case:</b>		<b>Weaknesses of the case:</b>
<b>Shop Steward</b>		<b>Recommendation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Staff Representative</b>		<b>Recommendation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date presented to E-Board:</b>		<b>Outcome:</b>

Form revised 8/30/05



## Addendum 5

# AFSCME LOCAL 88 FORMAL COMPLAINT FORM

Date

Name of Member:

Department:

Classification:

Work Unit:

Work Location:

Phone number:

E-mail address:

**STATEMENT OF COMPLAINT:** *(please be specific, attach any documentation)*

**Adjustment or remedy requested:**

*To be completed by Local 88 Representative*

Reviewed by:

Date:

Response:

Date answer provided to Member:

