



# Staff Guild

Local 1521A

**Incident Report  
- This Is Not a Grievance -**

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Job Title/Department \_\_\_\_\_ Work Site \_\_\_\_\_

Non-Work Phone \_\_\_\_\_ Non-Work E-mail \_\_\_\_\_

*Please briefly describe the issues/concerns that are occurring with you on the job.*

**1. What happened?**

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**2. When and Where did this happen?**

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**3. Specific sections of the contract that you believe may be violated:**

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**4. What resolution are you seeking?**

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Received by (AFT Representative)  
**Please return to your site rep ASAP**