CWA Local 4340
Statement of Occurrence

NAME _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE # _____ WORK TELEPHONE # _____

MOBILE PHONE # _____ PERSONAL EMAIL _____

EMPLOYER _____ WORK LOCATION _____

SENORITY DATE _____ TITLE _____

DEPARTMENT/FLOOR/UNIT _____

SUPERVISOR'S NAME _____

The following is a statement of what happened to me on (DATE) _____ :

_____

_____

_____

_____

_____

_____

_____

_____

_____

For Office Use

SIGNED: _____ TRACKING #: _____

DATE: _____ DATE R'CVD: _____

PRINT

EMAIL COPY

Please print, sign and mail to: CWA 4340, 1400 East Schaaf Road, Cleveland, OH 44131-1322

YOU MUST PRINT OUT A HARD COPY, SIGN IT AND TURN IT INTO YOUR STEWARD. A hard copy with signature must be provided. Check your current contract to determine time frame you must stay within for grievance to be filed in a timely manner. Email submission of the form does not officially file your form. It simply notifies your director of the existence of your statement of occurrence. It is required that a signed, hard copy be turned in to your steward.