



Notice of Claim / Grievance BLET Form R-100

- A) This claim is to be used by the individual employee when filing a claim, including a rejected time slip. Or grievance with the BLET local chairman or BLET 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.*
- B) The BLET 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.
- C) The BLET Constitution and Bylaws also provide that a claim or grievance must be accompanied by a full statement of facts.
- D) 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.

BROTHERHOOD OF LOCOMOTIVE ENGINEERS AND TRAINMEN		DIVISION	
Employee Information:			
Name		Phone	
Address			
Email		I.D. #	
General Statement: Briefly describe the nature of your claim or grievance.			
Facts About Your Claim / Grievance:			
Date of Occurrence		Date of Claim	
Occupation on date of Occurrence		Engineer	Conductor / Foreman
		Assistant Engineer	Brakeman / Switchman
		Fireman	Other _____
		Hostler	

