



**REPLY BY UNION DEPARTMENTAL REPRESENTATIVE WITHIN 7 WORKING DAYS OF DIVISION HEAD'S REPLY**

REJECTED COMMENTS

DEPARTMENTAL REPRESENTATIVE

DATE

by department head within 10 working days of departmental representative's reply.

Division Head

Date

? ACCEPTED ? REJECTED COMMENTS:

Division Head's SIGNATURE

DATE

Executive Board Liaison must refer to the Personnel Director within ten days of the Step III answer and within 10 working days of union representative's reply. Reply by Personnel Director within 10 days of the above.

Personnel Director

Date

? ACCEPTED ? REJECTED COMMENTS:

Union REPRESENTATIVE

DATE