

**GRIEVANCE INFORMATION FORM
(ARTICLE 4)**



NAME OF MEMBER

DEPARTMENT

BRANCH

TO: MANAGER

.....BANK

GRIEVANCE ON PERFORMANCE BONUS

I wish to advise that I am not satisfied with the Performance Bonus and wish to invoke the Grievance Procedure under Article 4 2 [c] of the SCBA/SBEU Collective Agreement

- I do not agree to my job objective
- I do not agree to my job targets/KPI
- I do not agree to the performance bonus payout
- I am paid lower Performance Bonus compared to my colleague who has the same grade
- I am paid fixed amount
- I am not paid Performance Bonus but the executives and management staff are paid
- I do not agree to my Appraisal Grade
- My Grade has been changed without my knowledge
- I obtained a lower rating because my appraiser told me that
 - I incurred cash shortage
 - I claimed to much overtime
 - I took too many sick leave

- I was not appraised
- I do not know my appraisal rating
- I do not have a job description
- I was not given my job objectives and targets for the year
- There is no mid-term review
- I do not have opportunity to make any comments about my appraisal
- I was not given copy of my appraisal
- Others.....

.....
EMPLOYEE SIGNATURE

DATE

.....
ACKNOWLEDGEMENT BY MANAGER

DATE