

Official union grievance form

I'm not robot!

SHRA Formal Internal Grievance Form

Formal grievances justify the suspension of the disciplinary action that can be imposed under 10CFR 2635.605. Grievance Policy and of our discipline procedure does not require that an employee be suspended or removed from duty until the grievance is resolved. If you are not satisfied with the disciplinary action taken by your supervisor, you may file a grievance. The grievance procedure is designed to provide a fair and equitable process for resolving disputes between employees and the organization. The grievance procedure is not intended to provide a means for resolving disputes between employees and the organization.

PART 1: PERSONAL INFORMATION
First Full Name: _____ Home/Cell Phone: _____
Position Title: _____ Work Phone: _____
Temporary (YES OR NO): _____ Email: _____
Home Street Address: _____ Caret # (after use only): _____
Home, City, State, Zip: _____ Email ID: (after use only): _____
Department Name: _____ Hire Date: (after use only): _____
Current Work Location: _____ Current MFLA Employee Status: (after use only): _____
Immediate Supervisor: _____ 2nd Level Supervisor: (after use only): _____

PART 2: SPECIFIC CONCERNS
Date of alleged event or action that is the basis of the complaint: _____
State specific concern(s) or complaint(s): _____

PART 3: INFORMAL PROCESS
Have you already met with your supervisor (or higher level manager) to try and resolve your concern? NO YES
Date of meeting: _____
Who did you meet with (provide name/title): _____
Did you receive a written response from the person you met with? NO YES
Date of response (attach copy to this document): _____

PART 4: RESOLUTION RESULTS
What would you like to have happen: _____

PART 5: CERTIFICATION
Signature: _____ Date: _____

MEMBERS GUIDE FOR GRIEVANCE SUCCESS PAGE 4

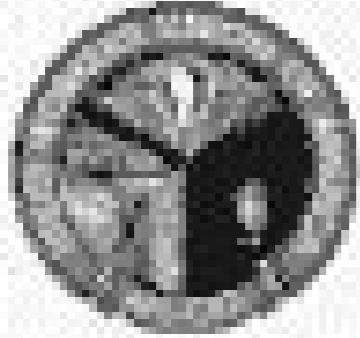
GENERAL INSTRUCTIONS: Members are urged to immediately call their Union Rep. or an Officer of the Local Union for help if a problem, etc. before you call conduct the union Rep. This is to help your Steward and call the Union but first it creates a phone system traffic jam, and we all suffer. The best advice is to know your contract and talk to your Union Steward first you are uncertain why.
STEP 1. ALWAYS TALK WITH YOUR STEWARD FIRST. If you have a problem, talk to your Union Steward before you call your Union Rep. at the Local Union Office. If you need to file a grievance, remember to do it within the time limits set in your contract's grievance procedure.
STEP 2. DECIDE IF YOU HAVE A GRIEVANCE. Ask yourself the following questions to determine if you have a grievance. Consult with your Union Steward for guidance. Remember, every grievance is a claim, but not all claims are grievances. Below are the six areas in which a grievance could occur.
A. Has the employer done something that is against the law?
B. Has the employer violated the contract?
C. Did the employer violate the company's own rules?
D. Did the employer engage in an act of discrimination against you or your coworkers?
E. Did the employer change a long standing past practice?
F. Have you been hired, suspended or discharged unfairly?
STEP 3. FOLLOW THE GRIEVANCE PROCEDURE. Locate the grievance procedure language in your contract and look it over. Follow your grievance procedure plus the advice listed below.
A. Prepare your grievance in triplicate. Do exactly as the time limits set forth in your contract. Give your grievance to your Union Rep. or your Union Steward. You must follow the grievance procedure outlined in your contract or you risk having your grievance ruled improper by the employer.
B. Write a proper grievance. Follow the instructions on the grievance form. Be clear and give the facts on page 1. On every grievance, complete all necessary pages of the grievance form so that your Union Steward can properly process your grievance. Don't give a copy of page 3 to the employer.
C. Provide evidence and explanation. Your Steward and Union Rep. will do a much better job of presenting your case if you can offer a clear, concise, understandable explanation of your case along with supporting statements and evidence. Don't make your Steward do all the work.
D. Participate in meeting your grievance. If your problem is shared by one or more of your coworkers, you are urged to file a group grievance. In addition, it is important that you ask your Union Steward what you can do to help get a favorable decision. It is important to resolve your concerns.
THE FOUR RULES OF EVIDENCE AND EXPLANATION.
1. Opinions are not facts. All opinions must be specifically qualified. It is a long way from saying "someone" to saying "my supervisor".
2. Heavily evidence is not fact. Do not rely on hearsay statements, dated and signed. Pictures, diagrams and diagrams are not facts.
3. Facts must be relevant. You must be specific to identify the facts that have direct relevance to your particular grievance. Focus on the incident or complaint per grievance form. Separate your issues into separate grievances. Don't worry, we can give more facts.
4. Facts must be timely. Know the time limits set forth in your contract. You can have the best grievance in the world, but if you don't file it on time, it's not good. Additionally, most grievance procedures do not allow the employer to file a motion to dismiss or otherwise to require the grievance to be dismissed. Do not what you are doing to do within the time limits "close" for your contract (usually nine months). Caution: When you are changing the facts, which appear true, if you bring up your grievance or other other evidence that is beyond the timeframe "time", you open your entire record for use by the employer in their case. If you have a question, visit: Grievance, but not a good one.

National Postal Mail Handlers Union, Division of the Laborers' International Union of North America, AFL-CIO
STANDARD GRIEVANCE FORM
TO: LOCAL UNION REPRESENTATIVE (NAME & TITLE)
FROM: LOCAL UNION REPRESENTATIVE (NAME & TITLE)
STEP 1: AUTHORIZED LOCAL REP.
STEP 2: AUTHORIZED LOCAL REP. (DATE FILED)
EMPLOYER'S NAME (BY CLAIM)
CITY
STATE
ZIP
JOB CLASSIFICATION
EMPLOYER'S ADDRESS
OFFICE
STEP 3: AUTHORIZED LOCAL REP. (BY NAME & TITLE)
SUPERVISOR'S DETAILS (BY NAME & TITLE)
LOCAL UNIT & DISTRICT
OTHER COMMENTS
DATE AND TIME WHEN EMPLOYEE (OR YOU) FILED A COMPLAINT
WHAT HAPPENED:
CHECK THE ACTION REQUESTED
ADD ADDITIONAL OR OTHER COMMENTS

Utility Workers Union of America, AFL-CIO

Local 1-2

5 West 37th Street New York, NY 10018
(212) 575-4400



GRIEVANCE REPORT

Member's Name _____ Employee No. _____
Home Address _____ Home Phone No. _____

Title _____
Company _____ Department _____ Bureau _____
Work Location _____ Supervisor _____
Nature of Grievance—PLEASE CHECK THE APPROPRIATE BOX BELOW

- Termination
- Suspension
- Denied Progression
- Denied Merit

Other (Warnings) Give a brief explanation below

Clause of Contract Violated (if article is violated)

Remedy To be made whole, including but not limited to any lost wages, benefits, merit increases and progressions.
Other (Give a brief explanation below)

Today's Date _____ Signature of Member _____



National Postal Mail Handlers Union, Local No. 1
Division of the Laborers' International
Union of North America, AFL-CIO

Pursuant to Article XV, Section 2, this form must be used to appeal a grievance to step 2.

STANDARD GRIEVANCE FORM		DATE	BRANCH GRIEV. NO.	USPS NO.
TO: U.S.P.S. STEP 2 DESIGNEE (NAME & TITLE)		INSTALLATION	PHONE - OFFICE	
FROM: LOCAL UNION BRANCH NO. / BUSINESS ADDRESS		PHONE - OFFICE	PHONE - OTHER	
STEP 2 AUTHORIZED UNION REP.		STEP 2 MEETING HELD ON (DATE/TIME) BETWEEN U.S.P.S. REPRESENTATIVE AND GRIEVANT AND/OR STEWARD		
GRIEVANT'S NAME (OR CLASS)		PHONE		
HOME ADDRESS		CITY	STATE	ZIP
JOB CLASSIFICATION		DATE	SERVICE SENIORITY DATE	EDITY HOURS
INSTALLATION, STATION OR BRANCH		SOCIAL SECURITY NO.		
OFF. DATE (PERS. CHECK AVAILABLE)		STEP	LEVEL	STEP
STEP 1 DECISION		BY (NAME & TITLE)	SUPERVISOR'S INITIALS (UPON REQUEST)	

PURSUANT TO ARTICLE XV OF THE NATIONAL AGREEMENT, WE HEREBY APPEAL TO STEP 2, THE FOLLOWING GRIEVANCE. VIOLATION INCLUDES BUT NOT LIMITED TO NATIONAL ART. 8, SECT. 1 LOCAL ART. 8, SECT. 1

OTHER GROUNDS: _____
FACTS AND UNION CONTENTIONS DATE, TIME & LOCATION: _____
WHAT HAPPENED: _____

CORRECTIVE ACTION REQUESTED: _____ ADDITIONAL SHEET ATTACHED

ADMINISTRATIVE VICE PRESIDENT OR STEWARD: _____ SIGNATURE: _____
Form No. 751

A grievance is an employee complaint that the employer violated the worker's rights under the law, pursuant to a contract, or as set forth in the employer's workplace policies and procedures. In a union workplace, a grievance generally involves the employer's breach of the terms of the collective bargaining agreement. Both individuals and groups of employees can file a grievance. Common examples of grievances include disputes involving the payment of wages, unsafe working conditions, changing job duties, improper disciplinary actions, and other issues. However, not every conflict in the workplace is "grievable." Typically, unions have their own procedures regarding when and how employees can file grievances and how they will be resolved. Most employers also have a grievance procedure stating how employees can make a complaint and what steps the employer will take in response. The union and employer policies must be followed, as discussed in the next sections. What Should Employees Do If Their Employer is Violating a Union Contract? The first step for employees is to review their collective bargaining agreement to determine whether their issue is grievable and understand the applicable grievance procedures. These include such actions employees must take prior to filing a grievance and the steps and deadlines for filing. Employees who believe they have a valid grievance should gather relevant evidence and contact their direct supervisor, union representative and/or other designated official. Generally, the grievance must be done in writing within a specific timeframe after the alleged acts occurred. Union Procedures for Filing a Grievance Generally, labor unions have strict procedures for filing grievances. The specifics may vary by company and union, but there are basic similarities. Employees must file a complaint with their union representative or other designated official who, in turn, will complete and submit a form to the union. Typically, company management and the union will review the matter to determine whether a valid grievance exists, and if so, whether it has been resolved. If the grievance has not been resolved, the complaint is escalated to the next stage. Unresolved grievances may go to higher levels of company management and higher-level union representatives to settle the matter. If it still cannot be resolved, the matter usually goes to mediation or arbitration. Complaints which are not resolved may require a hearing with the state Office of Labor Relations prior to arbitration. How Should Employees Handle Non-Contractual Grievances? All employers should have written grievance procedures to inform employees of the complaint process. Regardless of whether a complaint relates to a contract violation, employees should review and follow these rules to ensure they protect their rights. Both sides should clearly document the details of the complaint, relevant evidence, and what actions were taken. An attorney should also be consulted if the matter cannot be quickly resolved. While notifying a union representative may not be required in non-contractual grievances, there are benefits to speaking to the representative. The union may provide various benefits and support to workers including programs to assist workers with mediation, discounted legal services or helpful referrals. Conclusion Unions help protect employees in many workplace conflicts. However, workers must take care to follow union procedures in a timely manner to avoid losing their rights and harming their case. Employees should also consider contacting an experienced attorney to assist with grievances. Photo by Logan Armstrong on Unsplash Skip to main content Main menu Share this page in your online social circles Updated June 28, 2020. What Is a Grievance? You may be wondering, "What is a grievance?" The word "grievance" is a formal employee complaint that is an accusation of a violation of workplace contract terms or policy, and could be a complaint about anything regarding being noncompliant in work policies or similar regulation. A grievance may be filed if an employee feels they were negatively affected by an employer. Individuals and groups can file grievances. They can relate to a contract violation or even violations of the collective bargaining agreement and other policies. What Is the Grievance Procedure? The grievance procedure lays out the rules and method for documenting, presenting, and settling workplace disputes. The meeting steps are usually defined in the contract between union and management. The first step in many procedures is to pinpoint where the grievance began, for example with a supervisor or direct report, who then must determine, along with the union rep, whether or not the grievance is valid. In cases where the grievance is not resolved, the case is escalated to the next level. It's not necessary that grievance procedures be formal; this may actually discourage people from coming forward. In a union workplace, a grievance usually refers to the employer not complying with the terms of the collective bargaining agreement. A violation of this agreement can involve failing to provide required pay or not maintaining safe work conditions. Both groups of workers and individuals may file a grievance, and grievances can involve a variety of issues, including violations of workplace policies. While many grievances are contract-related, there does not need to be a contractual violation in order to file a grievance. Labor unions generally have a strict procedure for filing grievances: The employee makes their complaint to a union representative or some other official. The union representative completes a form and then files this form with the union for review. The union files the form and any other relevant documents. Filing can occur in either a physical or electronic database. Both the labor union and the grievance representative will track the complaint as it makes its way through arbitration. Generally, grievances can get resolved through either mediation or arbitration. In unionized workplaces, however, there is usually a set policy for resolving grievances, whether they occur between employees and management or between coworkers. Although some organizations have unique procedures for handling grievances, there will usually be a specific set of steps that must be followed. If the grievance procedure has reached completion and the employee is unhappy with the result, they may need to escalate the situation. Collective bargaining agreements, which are common in union workplaces, will usually lay out the steps for resolving grievances, and even nonunion workplaces will usually have formal grievance procedures. Grievance procedures, while most commonly used by employees, can resolve disputes raised by a variety of persons: Customers Competitors Suppliers Basically, grievance procedures create a hierarchy for raising and solving disputes in the workplace. Most people understand grievance procedures in terms of labor contracts. Every workplace, whether there is a union or not, needs firm grievance procedures. That said, companies should be proactive about preventing grievances by upholding their written policies. The purpose of grievance procedures is to help management identify problems in the organization before they affect employee satisfaction. These procedures also provide employees with a communication channel to management. Unfortunately, resolving grievances often creates an adversarial relationship between management and employees. Companies need to make sure that their procedures for dealing with grievances include measures to avoid bad feelings towards whomever has filed the complaint. What to Do If Your Employer is Violating a Contract Grievance procedures will largely depend on the business in which you are employed. In a small business, for example, the employee manual may outline grievance procedures, and it may only be a few lines of text. A small business may also have an ombudsman charged with handling grievances, or may allow peer review of employee complaints. Understanding the basics of what a grievance is will make it easier for you to engage in the grievance process when you have a complaint. First, you should be sure that you're carefully reading your contract so that you can understand your workplace's specific grievance procedures. Pay attention to rules for what you should do prior to filing a grievance. Most employment contracts will include steps and timelines for dealing with a grievance. If you're not careful about following these steps and timelines, it's possible that your complaint will be determined to be invalid, even if there is merit to your grievance. You should immediately contact your union representative if you think there are grounds for filing a grievance. Filing a Grievance Every contract should include specific grievance procedures that outline the steps to be followed, so they are not deemed invalid. Once you think an event has occurred which may give rise to a grievance, contact your steward or union representative. This individual will give you a "grievance/issue investigation form" that will require the following information: Who is involved? What happened? Where did the incident occur? Why is it a grievance? How should the issue be resolved? How Do I Write a Grievance? One of the first steps to have a grievance process is to raise the issue verbally to a line supervisor. This allows the opportunity for the grievance to be resolved informally at the lowest possible level. Most issues can be resolved without putting them in writing. Instead, there are employee assistance programs, mediation via a neutral third party, and problem-solving techniques via union officials. Other agreements do not permit employees to file a grievance without assistance and approval of the union. If you want to file a grievance, there is safety in numbers. Discreetly reach out to your coworkers if they have similar complaints. You can consult a lawyer to find a precedent to support your case. Have a compromise prepared because there may be push back. In the case of unions, a normal grievance procedure is kicked off when an employee presents an issue to his immediate supervisor. The supervisor then has a certain amount of time to respond or escalate the grievance to the head of the department or another superior. If that does not resolve the issue, the grievance will continue to go up the chain of command until eventually, it may reach the president of the local union. If the proper procedures are not followed at any juncture, the contract in place usually says that the union must drop the grievance. In some cases, a mediator may step in to help further alleviate the problem. This may be done to help the parties resolve the issue before having a formal arbitration. If you've completed the above steps and still believe you need to file a written grievance, you need to be sure to include the correct information. Your union representative can help you prepare your written complaint, which should generally include the following info: The time and date of the event that led to the grievance. The name of the person the grievance is against. The name of the person filing the grievance. The current step of the grievance process. A description of the facts of the grievance. An indication of what parts of the contract were violated. A proposed solution to the grievance. Every contract can have unique requirements for what information must be included in a written grievance, so you should review your contract before you start working on your grievance. While writing your grievance, don't place limits on what portions of the contract were violated or ways to remedy the grievance. Not every workplace issue will be related to a contractual violation. For example, there can be conflicts between employees, between an individual employee and a supervisor, and even personal problems. Generally, these issues do not warrant the filing of a grievance. This is because management is not involved, and there is no violation of a contract or agreement. If you're experiencing one of these issues, you should still talk with your union representative. Even though you likely won't be able to file a grievance, your representative may still be able to help you resolve the issue in several ways: Connecting you with programs meant to assist employees. Setting up mediation with a trained professional. Teaching you techniques for problem solving. Directing you to a union official that may be able to help. A steward's primary responsibility is enforcing labor contracts, not listening to minor employee complaints. Can I File a Grievance Against a Coworker? No, since the agreement is between management and the union and not between individual employees. If an employee violates the contract, like working overtime without getting paid, the grievance is against the employer. Or, if an employee sexually harasses a coworker, the complaint is against the employer for failing to protect the employee from sexual harassment. Filing a grievance is not appropriate if an employee is taking too much time off or slacking at work since this is not a violation of the contract. An employee may not file a grievance against his or her supervisor if they think they are unprofessional or incompetent. Only if they manage poorly by violating a contract provision can you file a contract violation grievance. Limitations of Grievances If grievance procedures are effective, they will help management identify and remedy problems within an organization before they grow into larger problems. In some cases, the settling of grievances becomes a sort of scorecard that reinforces an "us versus them" mentality between labor and management. It is vital that a company's grievance procedures include steps to prevent a backlash against those who choose to use them. A grievance is a formal complaint lodged by an employee against his or her employer. Other conflicts can be resolved without the use of a formal grievance, but if this is not the case, the employee will need to state the facts of the incident that led to them filing a grievance. When working with the union, the steps are well defined and must be handled within prescribed time limits. If you need help with a grievance, you can post your legal need on UpCounsel's marketplace. UpCounsel accepts only the top 5 percent of lawyers to its site. Lawyers on UpCounsel come from law schools such as Harvard Law and Yale Law and average 14 years of legal experience, including work with or on behalf of companies like Google, Menlo Ventures, and Airbnb.

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