

GRIEVANCE CHECKLIST

THIS CHECKLIST SHOULD BE USED TO ENSURE A COMPLETE GRIEVANCE FILE. PLEASE CHECK EACH ITEM TO MAKE SURE YOU HAVE THE INFORMATION REQUIRED.

THE FOLLOWING DOCUMENTATION MUST BE INCLUDED IN EACH GRIEVANCE FILE ALONG WITH THIS CHECKLIST:

- COPY OF GRIEVANCE/DISCUSSION NOTIFICATION
- LOCAL 1400 GRIEVANCE RECORD
- ALL NOTES FROM GRIEVANCE MEETING
- GRIEVANCE PREPARATION OUTLINE (NEW)
- COPIES OF LOTUS NOTES OR ANY WRITTEN NOTIFICATIONS FROM MANAGEMENT THAT SUPPORT THE CASE

IN DISCIPLINE CASES, THE FOLLOWING MUST ALSO BE INCLUDED:

- GRIEVANT'S STATEMENT
- COPY OF THE REQUEST FOR PERSONNEL RECORDS
- ANY AND ALL PERSONNEL RECORDS (INCLUDING 1477, OBS, PERFORMANCE REVIEWS AND PLANS, ALL LETTERS IN FILE, AND ANY MISCELLANEOUS RECORDS)
- COPY OF SECTION OF CODE OF CONDUCT OBTAINED FROM MANAGEMENT, IF BEING CITED
- STATEMENTS FROM WITNESSES, IF ANY

IN ANY CASE INVOLVING DISABILITY, DISABILITY PAY, FMLA, OR A CHRONIC MEDICAL CONDITION, THE FOLLOWING MUST ALSO BE INCLUDED:

- COPY OF THE REQUEST FOR MEDICAL RECORDS
- ANY MEDICAL DOCUMENTATION THE MEMBER HAS AVAILABLE