

GRIEVANCE CHECKLIST		
	√	Information/Enclosure
Filled Out by Grievant		Grievant's Name
		Address/Home Phone/Cell Phone
		Work Location
		Title
		Time in Title
		Benefit Date
		Date of Incident
		Date grievance was filed.
		Contractual Article violated–this will be the title of the grievance.
		Description of violation.
		Company position.
		Union position.
		Remedy sought.
		Request for information form.
		Pertinent agreements, letters, MOUs, written overtime procedure, etc.
		Documents used to calculate remedy, i.e., OT list, callout list used, absence calendar.
		1 st Step Union Rep name and cell number.
		1 st Step management.
		Any NLRB documents.
		1 st Step minutes with names and titles of all attendees at 1 st step J/C
	Names and titles of potential witnesses.	
If discipline grievance.		2 nd Step Union Rep name and cell number.
		2 nd Step management representative.
		2 nd Step minutes with names and titles of all attendees at 2 nd Step J/C
		Area level Union Representatives
		Area level management representatives
		Area level minutes with names and titles of all attendees at J/C
		Disposition of grievance.

All items must be checked off on paperwork and included in the grievance packet before moving to the next step.