

GENERAL LEVEL GRIEVANCE APPEAL

FILE CHECKLIST

The following checklist provides a list of necessary items required in the grievance file in order for the District 6 Staff Representative to hear this grievance at the general level, with the most information as possible to obtain a favorable outcome.

Completed Statement of Occurrence (including email address, address and phone numbers)

- Does Grievant want the grievance appealed to the next step? (Grievant must reply to Local before proceeding)
- All Correspondence letters for grievance (Denials etc.)
- Defining Articles that are relevant and what settlement is expected?
- All Coaching Documents for the past 2-3 years
- All Discipline Documents for the past 2-3 years
- Separation proposal and/or Termination document if applicable
- Job Accommodations & FMLA audits (if applicable)
- Attendance for the last 3 years
- Appraisals for the last 3 years
- Ethics investigations/summary of findings
- Posted schedule for time frame that is relevant
- Screen and Video of recorded calls (if applicable) (links)
- Complete current copy of ANY Company Policies that has allegedly been violated.
- Training records for the past 3 years reflecting Company policies that were covered.
- All meeting notes - including investigatory, disciplinary & day in court and previous grievance levels.
- Forward any and all electronic records the Local received from the Company in reference to the grievance

Relevant notes regarding file and/or missing documents:

