

# Grievance and Arbitration Sheet

## “QUESTION CODE” FOR OBTAINING REQUIRED INFORMATION

### TYPES OF GRIEVANCE

A.	Reprimand	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 22, 23, 25
B.	Disciplinary Suspension	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 22, 23, 25
C.	Discharge	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 22, 23, 25
D.	Improper Working Conditions or Safety Hazard	1, 2, 8, 10, 23, 25
E.	Denied Promotion, Reclassification or Transfer	1, 2, 6, 8, 19, 24
F.	Holiday or Vacation Pay	1, 2, 8, 12, 18, 20
G.	Denied Schedule Bidding Rights	1, 2, 11, 12, 25
H.	Overtime Equalization	1, 2, 8, 12, 13, 18, 25
I.	Discrimination	1, 2, 8, 9
J.	Unsatisfactory Attendance	1, 2, 3, 4, 5, 6, 8, 9, 14, 15, 23
K.	Unsatisfactory Quality or Quantity of Work	1, 2, 6, 8, 16, 17
L.	Vacation Schedule Bidding	1, 2, 8, 11, 23
M.	Improper Pay	1, 2, 8, 12, 18
N.	Working out of Classification	1, 2, 8, 25, 29

O.	Demotion	1, 2, 3, 4, 5, 6, 7, 8, 9
P.	Denied Sickness Disability Benefits	1, 2, 8, 20, 26, 27, 28
Q.	Contracting Out Work	1, 2, 8, 25, 29
R.	Management doing Bargaining Unit Work	1, 2, 8, 10, 25, 29
S.	Miscellaneous	1, 2, 3, 4, 5, 6, 7, 8, 9, 25

**The information referred to above by numerical order are listed in the following numerically. Check the proper type of Grievance above. List the numbers opposite it, then refer to the following items for the people information needed.**

1. Grievant's name, address, phone, job title, rate of pay, seniority date, age, sex, race, immediate supervisor, and reporting location.
2. Fill out grievant's statement form after interview with grievant. Be sure to complete all parts of the form and ask questions of the grievant to make sure you have all the facts and that they are accurate.
3. Previous oral reprimands by supervisor and the date received.
4. Previous written reprimands. (request copies of)
5. Previous disciplinary suspensions. (request copies of)
6. Grievant's last warning, plus past warnings if they are relevant. If the company action is taken based on past work performance or discipline, you should request all warnings since hire or as far back as company is determining its case.
7. Were previous reprimands or disciplines protested, and what were the results.
8. What are management's reasons for their actions, and what is their present position on the matter?
9. What is the past practice of the supervisors involved? Have other employees guilty of similar offenses been reprimanded equally? Cite such employees and

the circumstances involved.

10. How did management become aware of the situation that precipitated their actions?
11. Seniority list for Grievant's classification or workgroup.
12. Work schedule for Grievant's classification or workgroup.
13. Overtime list for Grievant's classification or workgroup.
14. Grievant's attendance record.
15. Attendance records of other employees.
16. Grievant's quality or quantity of work reports.
17. Quality or quantity of work reports on others in classification.
18. Pay check stubs for dates in question.
19. List of candidates considered (with seniority dates) for promotion, reclassification or transfer.
20. Copy of time sheets for dates in questions for grievant.
21. Copies of time sheets for dates in question of others in classification or workgroup.
22. Any statements given to company by grievant, other workers, supervisors, or customers concerning this incident.
23. Does the company have a written policy or practice concerning this subject, and how did they make the employees aware of such practices or policy.
24. Other company jobs held by Grievant, previous jobs, company schools attended, outside schooling, previous rating on other jobs, etc. Request copies of company school reports, diplomas, ratings by other supervisors, etc.
25. Obtain statements from any employees, supervisors, customers, or others who might have witnessed the incident(s) precipitating or leading up to this grievance.

26. Copy of sick leave and doctor's statement.
27. Copy of medical department or company for refusal of benefits.
28. Signed copy of Grievant's permission to company to release medical file information to the Union.
29. Description from other employees, supervisors, customers, or others as to what type of work supervisor, contractor, or other employee was doing when it was done. (date, time, and for how long)