

IPWU FALL SEMINAR
WATERLOO, IOWA
NOVEMBER 15 & 16

ORGANIZING AND DOCUMENTING
GRIEVANCES

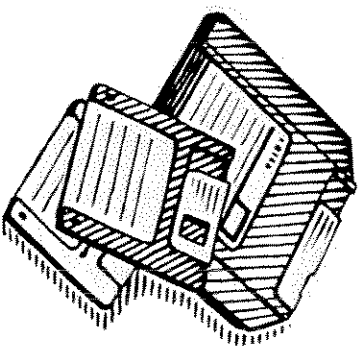
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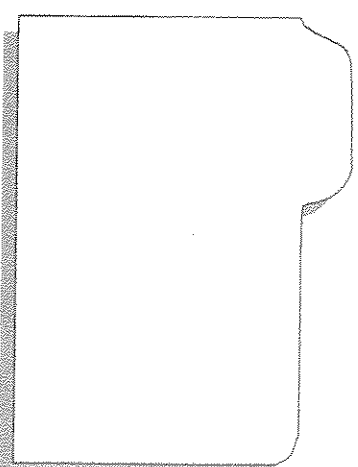
ORGANIZING THE GRIEVANCE FILE

- PREPARING YOUR GRIEVANCE



GRIEVANCE FILE FORMAT

- STEWARD SUMMARY
- STEP 3 OR DIRECT APPEAL
- CORRECTIONS & ADDITIONS
- STEP 2 DECISION
- STEP 2 APPEAL FORM
- STEP 1 WORK SHEET(IF ANY)
- MANAGEMENT SUMMARY (2608/2609)
- EXHIBIT LIST FOLLOWED BY THE EXHIBITS
- **PLEASE DO NOT USE STAPLES ON THE FILE OR DOCUMENTS SENT TO US**
- **NO NEED TO USE CERTIFIED MAIL WHEN YOU SEND THE FILE TO OUR OFFICE.**



THE STEWARD SUMMARY

- A STEWARD SUMMARY SHOULD BE INCLUDED IN EVERY GRIEVANCE FILE
- DO NOT INCLUDE A COPY IN THE FILE SENT **TO THE USPS**
- KEEP IT BRIEF. MOST GRIEVANCES CAN BE SUMMARIZED IN A SHORT PARAGRAH OR TWO
- INCLUDE THE BASICS OF WHO, WHAT, WHEN, AND WHY
- JUST THE FACTS



The Steward Summary

The steward summary should be included in every grievance file as the first page of the package sent to the NBA office but **DO NOT INCLUDE A COPY TO THE USPS**. Most grievances can be summarized in a short paragraph or two and should include the basics of who, what, when and why. **JUST THE FACTS.**

Who is involved in the grievance?

What happened and when did it happen?

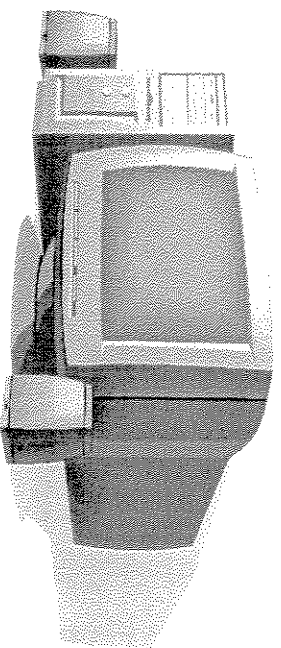
Why is it a grievance?

EXAMPLE:

This case is about simultaneous scheduling of overtime on Tour 3 in the outgoing section. Overtime was called at 1800. There were not any dispatches for the remainder of the day. Two non-OTDL clerks, Smith and Brown, worked 2 hours OT along with 2 clerks, Gray and White, that were on the OTDL. Supervisor Jones claims that everyone was needed for OT. This seems to happen quite often and several settlements have been made on this issue (see exhibits 3 & 4). An overtime make-up was offered by management but was rejected because this is not a make-up situation and the 2 OTDL employees should be paid 2 hours penalty OT.

GRIEVANCE EXHIBIT CHECK LIST

- USE AN EXHIBIT LIST TO IDENTIFY THE DOCUMENTS IN THE FILE
- EXPLAIN THEIR PURPOSE AND/OR WHAT THE DOCUMENTS SHOW
- SUMMARIZE EXTENSIVE DOCUMENTS SUCH AS CLOCK RINGS.
- IF USING A HIGHLIGHTER, BE SURE IT DOES NOT BLOCK OUT DATA WHEN COPYING.



THE EXHIBIT LIST

EXAMPLE

EXHIBIT 1 OVERTIME DESIRED LIST
PURPOSE SHOWS WHO IS ON THE OTDL

EXHIBIT 2 CLOCK RINGS FOR 5-18-02
PURPOSE SHOWS WHEN THE OT WAS WORKED
& WHO WORKED AND WHO DIDN'T WORK



HANDBOOKS & MANUALS

- WHEN WE DISCUSS GRIEVANCES AT STEP 3, WE DO NOT ALWAYS HAVE ACCESS TO HANDBOOKS. INCLUDE A COPY OF ANY HANDBOOK REFERENCES WITH THE GRIEVANCE FILE



DOCUMENTING YOUR GRIEVANCE

- WHAT DO YOU NEED TO SUPPORT A CONTRACT VIOLATION?
- ARTICLE 17 AND 31 GIVES YOU THE RIGHT TO INFORMATION
- USE A REQUEST FOR INFORMATION FORM
- AFTER YOU HAVE THE INFORMATION, DOES IT PROVE A VIOLATION & IF SO, HOW?



Article 17.3

Section 3. Rights of Stewards

When it is necessary for a steward to leave his/her work area to investigate and adjust grievances or to investigate a specific problem to determine whether to file a grievance, the steward shall request permission from the immediate supervisor and such request shall not be unreasonably denied.

In the event the duties require the steward leave the work area and enter another area within the installation or post office, the steward must also receive permission from the supervisor from the other area he/she wishes to enter and such request shall not be unreasonably denied.

The steward, chief steward or other Union representative properly certified in accordance with Section 2 above may request and shall obtain access through the appropriate supervisor to review the documents, files and other records necessary for processing a grievance or determining if a grievance exists and shall have the right to interview the aggrieved employee(s), supervisors and witnesses during working hours. Such requests shall not be unreasonably denied.

While serving as a steward or chief steward, an employee may not be involuntarily transferred to another tour, to another station or branch of the particular post office or to another independent post office or installation unless there is no job for which the employee is qualified on such tour, or in such station or branch, or post office.

If an employee requests a steward or Union representative to be present during the course of an interrogation by the Inspection Service, such request will be granted. All polygraph tests will continue to be on a voluntary basis. (The preceding Section, Article 17.3, shall apply to Transitional Employees)

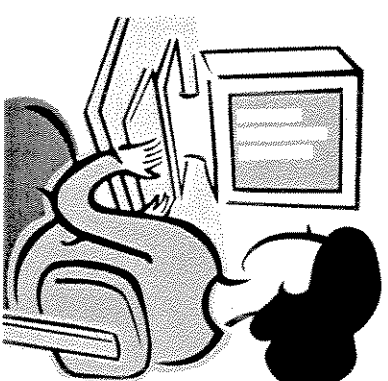
Article 31

Section 3. Information

The Employer will make available for inspection by the Union all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement, including information necessary to determine whether to file or to continue the processing of a grievance under this Agreement. Upon the request of the Union, the Employer will furnish such information, provided, however, that the Employer may require the Union to reimburse the USPS for any costs reasonably incurred in obtaining the information.

DOCUMENTS NEEDED IN DISCIPLINE ISSUES

- NOTICE OF CHARGES
- MEMO OF INTERVIEW/SUPERVISOR(S)
- HIGHER LEVEL REVIEW & CONCURRENCE/REQUEST FOR DISCIPLINE
- ANY PAST DISCIPLINE & THE STATUS 3971s/3972
- INVESTIGATIVE MEMORANDUM
- WITNESS STATEMENTS
- DATES OF ANY DISCUSSIONS & BY WHOM
- DATES OF PRE D MEETING
- POSTED APPLICABLE RULES
- IF DISPARATE TREATMENT CITED, SPECIFICS OF THE COMPARISON (DOCUMENTATION, WHO, ETC)



DOCUMENTING OVERTIME ISSUES

- OVERTIME DESIRED LIST(S)
- RELEVANT LMOU PROVISION
- CLOCK RINGS TO SHOW WHEN THE OVERTIME WAS WORKED, WHO WORKED OR WHO SHOULDN'T HAVE
- DISPATCH SCHEDULES & MAIL VOLUME FIGURES IF APPLICABLE
- OVERTIME ROTATION RECORD(S)
- NAME OF EMPLOYEE(S) THAT SHOULD BE PAID, AMOUNT & RATE

DOCUMENTING HOLIDAY ISSUES

- HOLIDAY SCHEDULE FOR TOURS AT ISSUE
- APPROPRIATE LMOU PROVISION
- HOLIDAY SIGN UP LIST
- SENIORITY DATES/LIST OF THOSE INVOLVED
- IF OVERSTAFFING ISSUE, COMPARISON STAFFING OF PAST HOLIDAYS
- IF CLAIMING NON-VOLUNTEER(S) SHOULD NOT HAVE BEEN DRAFTED, PROOF THAT THEY WERE NOT NEEDED OR THAT WORK COULD HAVE BEEN DONE WITH JUST PTFs/VOLUNTEERS. BARE CLAIMS ARE NOT PROOF
- IDENTIFY WHO SHOULD BE COMPENSATED & FOR HOW MUCH



Steward Checklists



General Information

- Arrange the documents in chronological order.
- If you have a document which supports an assertion of fact, include it.
- Make sure all copies are legible
- Use exhibit sheets. Number documents. Mark information.
- Whenever possible, obtain a written statement from all involved.
- The contract should be presumed to mean what it says.
- Evidence beyond the language of the contract should be considered only when the contract is ambiguous.
- If the contract lists certain elements it is presumed to be the universe. If something is left out it was left out on purpose.
- Lacking any other way to resolve ambiguous contract language, the dispute should be resolved against the writer of the language.
- Contract language should be interpreted so that the entire document makes sense. One assumes that the parties did not intend for one paragraph to contradict another.
- Unless the contract says otherwise, words are assumed to have their common or usual meaning.



General Information (continued)

- o Past practice must be considered with the controlling contract provisions in order to have interpretive value. Elements of a valid past practice are: 1) Clear; 2) Consistently followed; 3) Long period of time; 4) Mutually accepted by the parties; 5) Consistent with the controlling contract.
- o Step 4 decisions, national pre-arbs, and national arbs may provide guidelines for the application and interpretation of the national contract.
- o Remedies requested will be within the scope of the primary article cited.



Act of God

- 3971/3972's of all affected employees
- Statement from employees
- Statement from supervisors
- Notices, messages, cc-mail on the event
- Newspaper clippings, TV video tapes, radio tapes
- U.S. weather reports
- Police reports/statements
- Map of area
- 2608
- LMOU sections
- Mail arrival/MOD's
- Cite Articles 10, 3, 19, 30
- Exhibit form - number all documents
- State/ Local/Federal declaration of emergency
- Internal postal messages. Calling in drivers/NALC
- Truck arrival/departure reports
- MODS/Tour condition report/Volume reports/Machine run time
- List of all employees who made ti to work and those who did not



Assault

- Notice of action
 - Past discipline - status of
 - Postal Inspectors IM
 - Statement from employees/witnesses
 - Steward's interview of: grievant, non-postal witness, supervisor. (What did the employee(s) allegedly do?)
 - Copy of the interview (if unable to get written statements)
 - Copy of the request to installation head/ designee requesting discipline
 - Concurring supervisor interview
 - 2608
 - Clock rings/EARs of all affected employees
 - Police records
 - OPF (accommodations/awards)
 - Copy of rules/policies on the issue
 - Medical documentation. Is there a medical reason for the behavior?
- Request copy of supervisor's independent investigation
 - Steward's statement of facts and contentions
 - Has it met the test of just cause? Why is the discipline being issued?
 - Was there a pre-D? When? Where? What was said?
 - Always request them to be made whole as though they had had lost no time.
 - Request all information used to make this discipline determination
 - Cite Articles 16, 3, 19
 - Use exhibit form. Number and mark all documents
 - Look at leave book/EARs. Were the employees at work for discussions?
 - Mitigating circumstances?
 - Investigate the specific charge

Attendance Related Discipline

- Notice of action
- 3972 & 3971
- Medical documentation/cause of attendance problems
- past discipline and status of Postal Inspectors IM
- Statements by any employees and witnesses
- Steward statements. Interviews of: grievant, non-postal witness, supervisor
- Copy of the interview (if unable to get written witness statements)
- Copy of the request to installation head/designee requesting discipline
- Concurring supervisor interview
- Check to see if annual was denied on dates employee called in for
- Any LMOU provisions?
- Statement from grievant's doctor
- 2608
- Request copy of supervisor's independent investigation
- Steward's statement of facts and contentions
- Has it met the test of just cause?
- Was there a pre-D discussion? When? Where? What was said?
- Request all information used to make this discipline determination
- Cite Articles 16, 3, 19 & 10
- Exhibit form. Number all documents
- Was employee there on dates of discussion/pre-D?
- Local policies on scheduled leave
- Was any of the leave FMLA protected?
- Leave book/EARs - was the employee at work for discussions, etc?
- Mitigating circumstances?
- MSPB rights?
- Supervisor's notes
- Ask that grievant be made whole as though they had not lost time.

AWOL/Attendance

- Notice of action
- Past discipline - status of 3971/3972's
- LMOU articles
- Statement from employee
- Supporting statements (doctor, family, etc.)
- Medical documentation
- Supervisors statement on why leave was denied.
- Copy of request to installation head/designee requesting discipline
- 2608
- Copy of rules
- Any previous discussion on this issue? AOD's?
- Steward's statement of facts and contentions
- Mitigating circumstances?
- FMLA/OWCP issues?
- EARS/Clock rings
- Has it met the test of just cause? Why is the discipline being issued?
- Was there a pre-D? When? Where? What was said?
- Request all information used to make this discipline determination
- Cite Articles 16, 3, 19 & 10
- Use exhibit form, number all documents, mark documents
- Look at leave book/EARS - was the employee at work for discussion, etc?
- Why wasn't evidence accepted?
- Disparate treatment?
- Mitigating circumstances?
- Supervisor's notes
- Have other employees been treated differently?



Casuals in lieu of PTF's

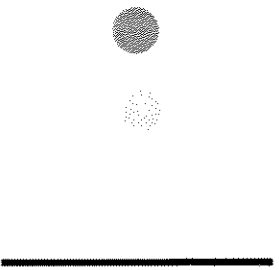
- Clock rings/EARS - casuals and PTF's
- 3971/3972's
- Seniority list (PTF's)
- Charting of hours (BT, ET, SDO by week)
- Supervisor statement of use of casuals
- 2608
- Cite Articles 7, 3 & 19
- Cumulative hour reports
- File grievance by service week, by pay period
- Include any posted schedules of PTF's/casuals
- Witness statements/interviews
- Work schedules
- Form 50's of casuals
- Chart/graph work hours over a six month period
- Explain operation numbers employees are clocked on
- PTF training records (if necessary)
- Management justification to hire casuals
- Exhibit form - number all documents



Crossing Crafts

- Position description(s) of employees assigned across crafts, occupational groups or levels
- Position description(s) of employee normally performing this work
- Clock rings of all involved
- 1723 is used
- Mail volume reports
- Identify/document work available in employee's own craft
- Witness statements/interviews
- Supervisor statements/interviews
- Copy of the job offer (if applicable)
- Medical information

- Transfer hours report
- Cite Articles 7, 3, 13, 19
- 2608
- Supervisor's notes
- Exhibit form - number all documents



Demand for Medical Certification

- 3971/3972's
- Medical documentation submitted by employee
- Supervisor's statement for need of certification
- Copy of doctor bills/visits/out of pocket expenses. Receipts.
- Grievant's statement
- Travel cost and other related expenses. Mileage (to and from doctor).
- 2608
- Witness statements
- Ask for overtime payment for time spent off the clock getting certification
- Look in manuals
- FMLA/OWCP protected?
- Exhibit form - number all documents
- Request copies of any related discipline or AWOL charges
- Document any other employee treated more favorably
- Supervisor's notes



Denial of Leave

- Copy of 3971, with denial
- Copy of leave book
- LMOU
- Names of employees granted leave with less seniority
- Statement from steward on where violation is
- 2608
- Cite Articles 10, 3, 19
- Exhibit form - number all documents
- Definition of section/pay locations
- Seniority list
- Supervisor interview/statement
- Clock rings/EARS
- 3972's
- Work schedules for day(s) in question
- Documentation of employee(s) treated differently

Denial of Light Duty

- Copy of request for light duty
- Copy of letter denying light duty
- Current light/limited duty list
- Seniority list
- List of others denied light duty
- Medical documentation with all restrictions and duration
- LMOU Items 15, 16 & 17
- Cite Arbs.
2608
- Copy of employees bid, schedule, duties
- Cite Article 13, 30, 19 & 3
- Proof there is work available. Are casuals/PTF's working there? Type of work?
- Interview supervisor who denied request. Supervisor's notes.
- Statement from other employees that there is work available.
- Clock rings/EAR's showing casuals/PTF's and out-of-section working
- Statement from grievant(s)
- Section/pay location definitions
3971
- Fitness for duty results (if applicable)
- Work schedule of PTF's/casuals/TE's
- Exhibit form - number all documents



Denial of Transfer

- Copy of written dated request for transfer by employee
- Letter denying the transfer (with specific reasons for denial)
- Postal records showing hiring ration during this time
- Form 50 of affected employee
- 3972 of affected employee
- Copy of supervisor evaluation and notes
- Safety record of affected employee
- OPF - look for accommodations, awards, etc.
- 2608
- Discipline record
- Cite memo's
- Exhibit form - number all documents

Discipline

- Notice of action
- 3972 & 3971
- Medical documents - Is there an illness causing problems?
- Past discipline - status of
- Postal Inspectors IM
- Statements from employees and witnesses
- Statements of steward interview of: grievant, non-postal witness, supervisor (ask why discipline was issued)
- Copy of interview (if unable to get written statements)
- Copy of the request to installation head/designee requesting discipline
- Concurring supervisor interview
- 2608
- Request copy of supervisor's independent investigation
- Steward's statement of facts and contentions
- Has it met the test of just cause? Why is discipline being issued?
- Was there a pre-D discussion? When? Where? What was said?
- Always request that grievant be made whole as though they had lost no time
- Request all information used to make this discipline determination
- Cite Article 16, 3 & 19
- Exhibit form - number all documents
- Look at leave book/EARs. Was employee at work for discussion, etc?
- Mitigating circumstances?
- Investigate the specific charge
- Supervisor's notes



Disparate Treatment

- Discipline notice (if applicable)
- All documentation showing other employees or supervisors who have been treated more favorably
- Witness statements/interviews
- Supervisor's statement/interview 2608
- Exhibit form - number all documents
- Seniority list
- Request all information necessary
- Cite Articles 2, 19, 30 & 3
- Supervisor's notes



Emergency Suspension

- Emergency placement notice
- Discipline proposal request to Installation Head (DAP)
- Grievant's statement/interview
- Witness statements/interviews
- Supervisor statements/interviews
- Postal Inspectors IM and exhibits
- Threat Assessment/Intervention Team reports
- Cite Article 16, 19 & 3
2608
- Exhibit form - number all documents
- Supervisor's notes



FMLA Violation

- 3971/3972
- FMLA documentation - APWU or WH-380 forms
- Medical documentation
- Management's correspondence with employee's doctor
- Grievant's statement
- Supervisor's statement/interview
- 2608
- Supervisor's notes
- Exhibit forms - number all documents
- File FMLA appeal



Higher Level Detail

- Form 50 of affected employee
- Statement from supervisor concerning event
- Clock rings/EAR's of affected employee
- Job description of higher level detail
- Form 1723
- Pay location rosters
- Documentation employee is qualified, eligible and available
- Seniority list
- Statement from grievant
- 2608
- Exhibit form - number all documents



Holiday Scheduling

- Leave book (applicable pages)
- Holiday posting needs/sign-up
- Holiday posting (current year)
- Holiday posting (last year, same holiday)
- Seniority list
- Clock rings/EAR's - mark employees affected (especially out of section)
- LMOU provisions (pecking order)
- 2608
- Cite arbs
- Overtime desired list
- Were all casuals and PTF's used to max? (include clock rings)
- Exhibit form - number all documents
- Cite Article 11, 3, 30 & 19
- Section/pay location definitions
- Mail volume reports
- Witness statements/interviews
- Work schedules for PTF/Casuals/TE's
- Supervisor statement/interview
- Staffing comparison between normal workday and holiday
- 3971/EAR's/Clock rings if employees excused early
- 1723 for 204B's

Insubordination

- Notice of action
- Past discipline - status of
- Postal Inspectors IM
- Statement from employees/witnesses. Make note of body language, etc.
- Statements of steward interview of: grievant, non-postal witness, supervisor (What did the employee allegedly do?)
- Copy of the interview (if unable to get written witness statements)
- Copy of the request to installation head/designee requesting discipline
- Concurring supervisor interview 2608
- Request copy of supervisor's independent investigation
- EEO records
- Copy of rules/instructions
- Any previous discussion on this issue?
- OPF: awards, accommodations, etc.
- Medical documents/Is there a medical problem causing this action?
- MSPB rights?
- Steward's statements of facts and contentions
- Has it met the test of just cause? Why is the discipline being issued?
- Was there a pre-D? When? Where? What was said?
- Always request them to be made whole as though they had no lost time
- Request all information used to make this discipline determination
- Cite Articles 16, 3, 19
- Exhibit form - number all documents
- Look at leave book/EAR's. Was the employee at work for discussions, etc?
- Address the charge and the reason why
- Mitigating circumstances?
- Investigate the specific charge
- Supervisor's notes

Letter of Demand

- Copy of Letter of Demand
- Copy of audit (Form 3294)
- Copy of Form 3369 (records of all audits conducted)
- Was audit conducted within 4 months of previous audit?
- Was audit performed in quiet area?
- Was section 362 of the F-1 complied with?
- Were independent counts made? (see section 261 of F-50)
- Was section 212 of the F-50 complied with?
- Form 3294 signed. Get copy.
- Did letter contain employees right to grieve (473 of F-1)
- Is there an overage in another employees credit? (F-1)
- Locks changed per the F-1? Duplicate keys sealed in form 3977?
- Annual exam of locks and keys in unit? (Form 1628)
- Did postmaster/other employees have access to grievant's stock?
- What safeguards are applied. Has the APWU security problem form been filed?
- Refer to F-1.
- Is inventory of Form 3977 kept? Done every 6 months. Written record of exam.
- Copy of Grievant's training record 2608

Letter of Demand (continued)

- Leave book/EAR's
- Request all information used to determine there was need for a letter of demand.
- Mitigating circumstances?
- Copy of invoice
- Exhibit form - number all documents
- 3368/stamp credit exam
- 3356/stamp requisition
- 3958/transaction record
- 571/discrepancy form
- 1908/financial adjustment
- 1412/audit report
- Money orders (if applicable)
- Form 17/stamp requisition
- Duplicate key inventory
- Work orders on locks, work area, etc.
- Copy of most recent Postal Inspectors audit
- Copy of POS problem logbook
- Site Article 28, 19 & 3



Off Duty Misconduct

- Notice of action
- Letter of decision (if eligible for Veteran's Pref)
- Copy of police reports
- Postal Inspector's IM
- Public notices (newspaper articles, TV news, etc)
- Court records, indictments, etc.
- Medical documentation/cause of misconduct?
 - 2608
- Request copy of supervisor's independent investigation
- Past discipline - status of
- OPF - awards, accommodations
- Statements of steward interview of: grievant, non-postal witnesses, supervisors
- Copy of interview (if unable to get written statements)
 - Copy of the request to installation head/designee requesting discipline
 - Concurring supervisor interview
 - Copy of rules/instructions violated
 - MSPB rights?
 - Steward's statement of facts and contentions
 - Has it met the test of just cause? Why is the discipline being issued?
 - Was there a pre-D discussion? When? Where? What was said?
 - Always request the grievant be made whole as though they had lost no time.
 - Cite Articles 16, 3, 19
 - Exhibit form - number all documents
 - Look at leave book. Was employee at work for discussion, etc?
 - Request all info used/relied on to make this discipline determination
 - Supervisor's notes



Overtime

- Overtime desired list
- Clock rings/EAR's. Clearly marked for employees involved.
- LMOU sections
- Copy of job description of the employee performing to OT work
- Copy of the grievant's job description
- Steward's statement on how the contract was violated
- Cite applicable arbs.
- List of operation numbers and where they are
- List of names of employees to be paid. Include number of hours/type of hours
- Are all employees eligible for payment? On leave? Maxed out? Excused?
- Apply the Filby decision as applicable
- Interview the supervisor that caused the violation. Why did they do it?
- Lamps decision
- LMOU definitions of a section
- Pay location identifications
- Was it time critical?
- Cite Article 8, 3, & 19
- Exhibit form - number all documents
- Overtime authorization form
- Witness statements/interviews (if necessary)
- Dispatch schedules (time critical issues)
- 2608
- Training records if necessary to argue qualifications

Safety Related Discipline

- Notice of action
 - Medical documents (if there was an injury)
 - Past discipline - status of
 - Postal Inspector's IM
 - Statements from employees/witness
 - Copy of rules/instructions violated
 - Copy of safety service talks, dates and topics
 - Copy of any related 1767 (unsafe condition form)
 - Copy of 1769 (accident report) - include explanation of codes used
 - Copy of 1783 (on the job safety analysis)
 - Any prior job related accidents with grievant?
 - 2608
 - Copy of supervisor's investigation
- Statement of steward interview of: grievant, non-postal witness, supervisor
 - Copy of interview (if unable to get written statements)
 - Copy of the request to installation head/designee requesting discipline
 - Concurring supervisor's interview
 - Steward's statement of facts and contentions
 - Has it met the test of just cause? Why is discipline being issued?
 - Was there a pre-D? When? Where? What was said?
 - Always request grievant be made whole as though the had no lost time.
 - Cite Article 16, 3, 14 & 19
 - Exhibit form-number all documents



Safety Related Discipline (con't.)

- Look at leave book/EAR's. Was the employee at work for discussion, etc?
- Supervisor's notes.
- Mitigating circumstances: On medication? Excessive OT? Family problems?
- Investigate the specific charge



Steward Rights/Denial of Rep.

- Statement from steward denied
 - Statement from employees(s) involved
 - Interview supervisor that denied union rights
 - Copy of Form 7020
 - Clock rings/EAR's of affected employees
 - Documentation that grievance existed
 - Copy of steward's list/sections they represent
 - 2608
 - Copy of time card from union hall to show off clock work hours
- Cite Articles 17, 3 & 15
 - Sections definition
 - Exhibit form - number all documents
 - Document number and general nature of pending grievances at time
 - Copy leave book (applicable pages)
 - Charter's memo



Supervisor Performing BU Work

- Supervisor's name
 - Work performed by the supervisor
 - Area where work was performed
 - Date and time work was performed
 - Witness statements
 - Interview supervisor/witnesses
 - Was was the emergency?
 - What training was going on? How long did it last?
 - Clock rings/EAR's of employees that could have done the work
 - Cite Article 1, 3 &19
 - Ask that the employees be paid in lump sum
 - Exhibit form-number all documents, mark documents
 - Overtime desired list
- Seniority list
 - Supervisor's job description
 - 2608
 - Past grievance history on supervisors doing this work
 - Position description of bargaining unit employee
 - PS Form 1723 if 204B
 - Supervisor sign in sheet/clock rings/EAR's showing at work



Vehicle Accident

- Notice of action
- Past discipline - status of
- Form SF91 (Grievant's statement of accident)
- Form 1769 (Accident report)
- Form 1768 (Report of Safe Driver Award Committee)
- Form 1700 (Accident Investigation worksheet)
- Police record
- Vehicle repair history (4655, repair invoices)
- Accident and discipline records of other employees with accidents
- Statement from mechanic
- Investigator or witness notes from the scene
- 2608
- Grievant statement/interview
- Form 4582A (Street observation)
- Steward's statement of facts and contentions
- Supervisor's notes
- Has it met the test of just cause? Why is the discipline being issued?
- Was there a pre-D? When? Where? What was said?
- Always request them to be made whole as though they had not lost time
- Request all information used to make this discipline determination
- Cite Articles 16, 3, 19 & 14
- Look at leave book/EAR's-Was the employee at work for discussions?
- Exhibit form-number all documents