

Grievance/Appeal/Arbitration Check List Form

Approved Y/N

X \_\_\_\_\_ Date \_\_\_\_\_

**Grievant Information**

Grievant Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Dept: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Grievant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please Circle 1 Relevant File Type: **Grievance** **Appeals** **Arbitration**

Organizer Name: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Grievances – Submit to Administrative Assistant**

- a. Step 1: Copy of Official Grievance (At Final Step)
  - i. Please Attach All Relevant Documents (Witness Statements, Prior Disciplines, Etc.)

**2. Appeals – Submit to Executive Assistant**

- a. All appeals must be provided to administration no later than ten (10) calendar days after the decision has been received from the employer.
- b. Step 1: Appeals Checklist
  - Check to see if the Member is in Good Standing? \*\*
  - Complete Request For Right To Appeal Form
  - Copy of Grievance Form
  - Termination Letter/Decision from Employer
  - Arbitration Language From Contract
  - Supporting Documents are included (Witness statements, Prior Disciplines, etc.)

**3. Arbitration - Submit to Executive Assistant**

- Check to make sure that the member is in good standing \*\*
  - Complete the Demand For Arbitration Form
  - Copy of Grievance Form
  - Copy Of Termination/Decision Letter From Employer
  - Arbitration Language From Contract
  - Supporting Documents (prior discipline, witness statements, etc.)
  - Must Have The Following Signatures to go to Arbitration
    - President
    - Organizer's
    - Division Director
- Failure to have All 3 Signatures (President, Organizer's, and Division Director) will result in your demand for arbitration not to be processed.

\*\*For Members who are not in good standing, all appeals and arbitrations will not be processed.