

GRIEVANCE CHECKLIST

Grievance #

Date:

Type: Individual

Union Chapter #

1. Grievant's name:

Job Title:

2. Work location/office:

Immediate supervisor:

3. Article(s)/law/rule/regulation violated:

4. Name of local NAAE representative handling case:

5. Step 1:

A. Date grievance filed:

B. Date meeting held:

C. Name of supervisor:

D. Date written decision due:

E. Date written decision received:

F. Date related information requested:

G. Date(s) information and information response received:

6. Step 2:

A. Date Step 1 response appealed:

B. Date meeting held:

C. Name of management official:

D. Date Step 2 response due:

E. Date Step 2 response received:

7. Step 3:

A. Date Step 2 response appealed:

B. Date meeting held:

C. Name of official:

D. Date Step 3 response due:

E. Date Step 3 response received:

F. If arbitration is requested, date response and other relevant information mailed to National Regional Vice

President:

8. Grievance Forwarding Checklist:

- A. Grievance Form submitted to Management.
- B. All Management replies. (Indicate on each reply the date the Union received them and the name of the recipient.)
- C. All written correspondence in the local branch's possession related to the grievance .
- D. All records of discussions related to the grievance.
- E. All related interview and grievance investigation forms.
- F. Detailed statement explaining the facts surrounding the grievance.

9. List the names of all witnesses, including titles and work phone numbers, and other persons who may have observed or have knowledge of the complaint/contract violation:

- A.
- B.
- C.
- D.

10. List all applicable rules, laws, and regulations. This list includes all CFR provisions, FPM chapters, National or local contract provisions, Agency regulations or directives, local orders and MOUs, standard operating procedures, and other related publications or documents pertaining to this grievance:

- A.
- B.
- C.
- D.

11. Forward all files. If the local NAAE representative or president wants the grievance considered for arbitration, mail a copy of the grievance and all materials to the National Regional Vice President immediately after receiving Management's response to the final step of the grievance.

Note: This CHECKLIST form is for NAAE use only and not to be submitted to Management.