

Grievance Number:
Date Started:
DISCIPLINE GRIEVANCE CHECKLIST
Do Not Give To Company.

Was the employee denied a right to a union steward? (Did the employee request a steward?)

Was the Union denied a request for any specific document, book, paper or witness reasonable available to the Employer and relevant to the grievance? If so, please list those items denied.

Raise all appropriate just cause issues.

1. The Employee was not adequately warned of the consequences of his conduct. (Look at work rules, disciplinary rules. If the Employee has prior discipline was he/she warned of future conduct? Was that warning meaningful or "boilerplate"? Did the past practice negate any written notice?) If not, state why.
2. The Employer's rule or order was not reasonably related to efficient and a safe operations. (Is off duty conduct involved? Does the Employer have good reason for the rule?) If not, state why.
3. The Employer did not investigate before administering the discipline. If no investigation was conducted, explain what did occur.

4. The investigation was not fair and objective. If not, state why. (Did the Employer interview the Grievant? Did the Employer interview all witnesses?)

5. Did the Employer check the facts for accuracy? There is not substantial proof of guilt. (Lack of evidence exists, or fault has not been clearly established.) Explain why there is not substantial proof of guilt.

6. The rules, orders and penalties were not applied even handedly without discrimination. (Were work rules not enforced? Are sex or race issues involved?) If not, state how.

7. The penalty is not reasonable related to the seriousness of the offense and the past record (lack of prior discipline, good work record, years of service, harm was insignificant). If not, state why.

Were other mitigating circumstances (family, personal problems) raised? If so, please list: