

Grievance Process

Prior to 1st Step

- I. Grievances are processed through the hall.
 - A. *Member contacts steward / steward faxes Statement of Occurrence to the hall*
 - B. *Member goes to local web site and fills out Statement of Occurrence on PDF and submits it*
 - C. *Member faxes Statement of Occurrence to hall.*
- II. Hall receives grievance form.
 - A. *Records receiving Statement of Occurrence*
 - B. *Assigns Statement of Occurrence a tracking number*
 - C. *Advises EVP of grievance*
- III. EVP contacts appropriate DVP of new grievance
 - A. *EVP insures Statement of Occurrence is complete*
 - B. *Discusses details of grievance*
 - C. *Discusses the need to request any discovery / information from company*
- IV. DVP / EVP will schedule grievance with appropriate manager and make any request for information / discovery discussed at previous step
- V. When grievance is scheduled EVP will contact DVP with Time and Date info
- VI. DVP will contact member with Time and Date of grievance. DVP will contact steward and note taker of Time and Date. All will then notify their immediate managers to advise them of this time and date so they can adjust schedules to reflect the grievance meeting. ***Exception: suspension and termination grievances will be attended by EVP, no note taker will be needed to keep the number of representatives to contract level. (4)***

1st Step Grievance Meeting

DVP will conduct grievance or appoint a steward to conduct grievance

Be sure to get a company number before the end of the meeting, even if grievance is recessed for any reason.

All union representatives will take notes.

After 1st Step Grievance Meeting

DVP insures all forms and information is complete, including notes and additional information provided by the company

DVP makes arrangement to get grievance info to the hall

Reminder: If grievance is being appealed, time limits need to be protected. Seven (7) days.

Local President, EVP, DVP will review grievance and minutes to decide if grievance will be handled IN-HOUSE or be handed off to District 2-13

Prior to 2nd Step Grievance

EVP will notify DVP and member grievance has been appealed

IN-HOUSE 2nd Step

EVP will schedule with appropriate manager

EVP will notify DVP and member of scheduled Time and Date

DVP will contact steward and note taker of Time and Date

EVP will notify DVP and member of any changes to schedule

District 2 – 13 2nd Step

District representative will schedule with appropriate manager

District will notify the hall and EVP of scheduled Time and Date

EVP will notify DVP and member of scheduled Time and Date

DVP will contact steward and note taker of Time and Date

EVP will notify DVP and member of any changes to schedule

Any additional updated information will be distributed to the DVP and member by the EVP

2nd Step Grievance Meeting

All union representatives will take notes

EVP must be notified of all settlements made before or during the grievance procedure.

All settlements must be in writing.

After 2nd Step Grievance Meeting

District 2-13 representative will appeal any grievances not settled at 2nd step.

District 2-13 representative will notify the hall of any grievances not being arbitrated.

EVP will notify DVP and member of all decisions made to arbitrate or not to.