

GRIEVANCE CHECKLIST

CONTRACTUAL

MEDICAL DOCUMENTATION

Article(s) 19, 3, 10 of National Agreement

- 3972 (Notations of Job Discussion Regarding Unexcused Absences)
- Statement from Carrier Regarding Call In, Mitigating Circumstances...
- Statement from Supervisor Regarding Call In, Mitigating Circumstances...
- 3971 (Any Previous Annual Leave Request for that Day?)
- Medical Documentation, Co-Pay Paid, Mileage, Time Used
- eRMS Documentation/Flags for documentation
- Reason given by Management of the need for the documentation
- If request came while carrier at work, general appearance at the time Grievant left

OVERTIME

Article(s) 8, 19, 41

Daily Violations

- O.T.D.L. Signup
- Employee All Report (specific regarding where the OT was worked)
- Seniority List
- Force List
- Statement from Supervisor as to Availability of Carriers
- Local Agreement (Minneapolis or Associate Office)
- Overtime Alert (general)
- 3996's
- Daily Schedule

Quarterly Equitability Issues

- Management interviewed as to why the gap is as large as it is?
- Records of who was excused from working OT (Article 8.5)
- Review of individual tally sheets
- Records of who got off the list and when?)
- Past Problems re OTDL
- Previous Grievances
- Steward's notifications during quarter
- Installation History

JOINT STATEMENT ON VIOLENCE AND BEHAVIOR

Article(s) 2, 14, 17, 19, Joint Statement, M39, ELM

- Witness Statement(s)
- Police/Court Reports or Records
- Medical Documentation
- Supervisor/Manager Statement
- Evidence from Previous Incidents/History
- Investigative Interviews
- Prior Incident Documentation
- Copy of Joint Statement
- Customer Statement
- Previous Settlements

ROUTE REVERSION/ADDITION

Article(s) 19, 41, 7, Maximization Memo 1987

- Clock Rings
- Recent 3999 (with Notes)
- Volume Reports
- Work Hour/Work Load Reports
- Recent 1838 and 1840
- 3996's and/or 1571's