



Aggrieved: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_ Grievance # : \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

Net Credited Service Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Bargaining Unit (Contract): \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

Briefly state the issue grieved (Please, do not say “see Statement of Occurrence” if at all possible.):

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\_\_\_\_\_

Type of grievance? (Please check)  Unfair Treatment  Contract Violation

(If this is a Contract Violation grievance, please list all articles and sections violated. If this is an Unfair Treatment grievance, please cite any known past practices if applicable to the unfair treatment. If discipline was involved, please fill out the Just Cause pages.)

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\_\_\_\_\_

What is the resolve to the grievance?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievance presented to? : \_\_\_\_\_ Title: \_\_\_\_\_ Date presented: \_\_\_\_\_

Date of Company Answer: \_\_\_\_\_ Answered by: \_\_\_\_\_ Title: \_\_\_\_\_

Company Answer: \_\_\_\_\_

\_\_\_\_\_

Status of the Grievance:  Settled Satisfactorily  Closed Unsatisfactorily  Recommend Appeal to 2<sup>nd</sup> Step

Why? : \_\_\_\_\_

\_\_\_\_\_

Director to whom this should be appealed: \_\_\_\_\_

Address: \_\_\_\_\_

Chief Steward: \_\_\_\_\_ Contact #: \_\_\_\_\_

Date grievance report written: \_\_\_\_\_ Date grievance report submitted to Local: \_\_\_\_\_

Does the Aggrieved work at home? \_\_\_\_\_

If yes, does the Aggrieved prefer 2<sup>nd</sup> Step Meeting be heard in person or via teleconference? \_\_\_\_\_

(Please remember the contractual time limits to appeal this grievance to the next step.)

**Just and Proper Cause for Discipline**

**Aggrieved:** \_\_\_\_\_ **Grievance #:** \_\_\_\_\_

1. **Reasonable Rule:** Was the employer’s rule or managerial order reasonably related to (a) the orderly, efficient, and safe operation of the company’s business and (b) the performance that the company might properly expect of the employee?

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2. **Notice:** Did the company give to the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee’s conduct?

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3. **Sufficient Investigation:** Did the company, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?

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4. **Fair Investigation:** Was the company’s investigation conducted fairly and objectively?

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5. **Proof:** At the investigation did the “judge” obtain substantial evidence or proof that the employee was guilty as charged?

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6. **Equal Treatment:** Has the employer applied its rules, orders and penalties even-handedly and without discrimination to all employees?

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7. **Appropriate Discipline:** Was the degree of discipline administered by the company in a particular case reasonably related to (a) the seriousness of the employee’s proven offense and (b) the record of the employee in their service with the company? (Have there been previous warnings, suspensions or other acts of discipline directed at this employee?)

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