



CWA Local 2108 Grievance Report – First Step
Updated 08/22/16



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.):

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.)

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 2nd Step

Why? : _____

Director to whom this should be appealed: _____

Address: _____

Chief Steward: _____ Contact #: _____

Date grievance report written: _____ Date grievance report submitted to Local: _____

(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?

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

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?

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

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

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

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?)
