

# LOCAL PRESIDENT'S GRIEVANCE CHECK OFF LIST

**PLEASE FILL OUT THIS FORM AND SUBMIT IT ALONG WITH THE ENTIRE GRIEVANCE FILE TO THE REGIONAL VICE PRESIDENT:**

LOCAL: \_\_\_\_\_ GRIEVANCE NO.: \_\_\_\_\_

GRIEVANT: \_\_\_\_\_

ISSUE: \_\_\_\_\_

COMPANY \_\_\_\_\_ SITE: \_\_\_\_\_

**Employer contact person: (Name, Title, Address, Telephone, email)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FILE CONTAINS: PLEASE CHECK



- 1. The grievance.
- 2. Grievant's history (*seniority, work record, disciplinary record, attendance record.*)
- 3. The answers of both the Company and the Union in the early steps of the grievance procedure.
- 4. The appeal to arbitration from the Union to the Company.
- 5. **A summary by the Local President on why the case should go to arbitration.**

Please include any other relevant information:

- ✓ Copy of contract, if not previously forwarded to the International.
- ✓ Witness statements, if any.
- ✓ Any relevant maps, diagrams, photographs, etc.
- ✓ Any relevant notes, minutes, letters, memos, etc.
- ✓ Any relevant Company rules, regulations, handbooks, etc.
- ✓ Any relevant prior arbitration awards, either for the guard unit or P&M unit of the same plant or the same company.
- ✓ Any relevant prior grievances or grievance settlements.
- ✓ Address and phone number of grievant and all witnesses.



PLEASE MAKE SURE GRIEVANCE IS TIMELY

INFORMATION ON GRIEVANCE TIME LIMITS

RE: LOCAL UNION: \_\_\_\_\_

COMPANY: \_\_\_\_\_ SITE: \_\_\_\_\_

GRIEVANCE NO: \_\_\_\_\_

GRIEVANT: \_\_\_\_\_

ISSUE: \_\_\_\_\_

Please check:



the Grievance and Arbitration section of your current Collective Bargaining Agreement and indicate below information with regard to TIME LIMITS. (Indicate when the time limits expire, by which date an arbitrator is to be selected, whether the time limits have been extended, etc.)

	<u>Due Date</u>	<u>Date Completed</u>
Step Three Answer or	_____	_____
<b>Final Step prior to Request for Arbitration</b>	_____	_____
Request for Arbitration	_____	_____
Attempt to Select Arbitrator	_____	_____
Request for FMCS Panel	_____	_____

Time to (request arbitration, apply to FMCS) has been extended to \_\_\_\_\_ (date).

Time extended by \_\_\_\_\_ (Company Rep) by letter \_\_\_\_ oral \_\_\_\_ on \_\_\_\_\_ (date).

Local Union No. \_\_\_\_\_

By: \_\_\_\_\_

IMPORTANT NOTE:

**THIS FORM MUST BE INCLUDED IN THE FILE SENT TO THE REGIONAL VICE PRESIDENT.**  
**IF THIS FORM IS NOT PROPERLY COMPLETED, AND TIME LIMITS NOT PROTECTED, THE**  
**FILE WILL BE RETURNED TO THE LOCAL UNION.**

**TO BE COMPLETED BY THE LOCAL PRESIDENT/ REPRESENTATIVE**

**WHEN SUBMITTING GRIEVANCE FILE TO THE VICE PRESIDENT FOR ARBITRATION EVALUATION**

**Local No.:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Grievance No.(s):** \_\_\_\_\_

**Grievant(s):** \_\_\_\_\_

**Issue:** \_\_\_\_\_

**Employer contact person: (Name, Title, Address, Telephone, email)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



The Case file is Complete: (Yes/No): \_\_\_\_\_  
(If no, please obtain necessary information)



The Grievance is Timely: (Yes/No): \_\_\_\_\_  
(If no, please arrange to have time limits preserved or extended)

**Special Instructions, if any:** \_\_\_\_\_  
\_\_\_\_\_

**Summary of Case and Reason for Recommending Arbitration:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE REGIONAL VICE PRESIDENT**

**WHEN SUBMITTING GRIEVANCE FILE TO THE INTERNATIONAL FOR ARBITRATION EVALUATION**

**Local No.:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Grievance No.(s):** \_\_\_\_\_

**Grievant(s):** \_\_\_\_\_

**Issue:** \_\_\_\_\_

**Employer contact person: (Name, Title, Address, Telephone, email)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



The Case file is Complete: (Yes/No): \_\_\_\_\_  
(If no, please obtain necessary information)



The Grievance is Timely: (Yes/No): \_\_\_\_\_  
(If no, please arrange to have time limits preserved or extended)

**Special Instructions, if any:** \_\_\_\_\_

\_\_\_\_\_

**Summary of Case and Reason for Recommending Arbitration:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LOCAL UNION LETTERHEAD**

*[SAMPLE LETTER EXTENDING GRIEVANCE TIME LIMITS]*

**Date**

**Company Representative**

**Company Name**

**Company Address**

**Re: Company, Site & Local No.**

**Grievance No.**

**Grievant**

**Issue**

Dear \_\_\_\_\_:

On behalf of Local Union No. \_\_\_\_\_, I hereby request a 30 day extension of time for the above-captioned grievance to \_\_\_\_\_ **(date)**, for the purpose of **[advancing to Step \_\_\_\_\_ or requesting arbitration or initiating the arbitrator selection process]. SELECT ONE REASON.**

If you are in agreement, please acknowledge by signing and returning a copy of this letter to me as expeditiously as possible.

Thank you for your cooperation.

Very truly yours,

\_\_\_\_\_  
**Name and Union Position**

**Company Name**

\_\_\_\_\_  
**(Sign & Print Name)**

Cc: Local President  
International Vice President or Director

**INTERNATIONAL UNION, SPFPA**

**International Vice President/Director Referral to International  
Grievance/Arbitration Screening Committee**

Company \_\_\_\_\_

Local Union No. \_\_\_\_\_

Grievance No. \_\_\_\_\_

Issue \_\_\_\_\_

I recommend that the grievance be \_\_\_\_\_ not be \_\_\_\_\_ submitted to arbitration for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Time limits have been extended to \_\_\_\_\_

\*On or before the time limits expires, the next step is to request arbitration \_\_\_\_\_;  
contact the Employer and attempt to agree on an arbitrator \_\_\_\_\_; apply to  
FMCS or AAA for a panel of arbitrators \_\_\_\_\_.  
(CHECK ONE)

**IMPORTANT NOTE: If the timeline is less than 10 working days, there is insufficient time for grievance screening. Request an extension of time or take the action required such as request arbitration or apply for an arbitrator panel (contact the law firm for assistance).**

\_\_\_\_\_  
**Vice President/Director**

Dated: \_\_\_\_\_