

Grievance Checklist

ALL TYPES OF GRIEVANCES

- _____ Step 3 appeal form
- _____ Stop 2 appeal form
- _____ Step 2 written decision
- _____ Additions and Corrections to Step 2 Decision
- _____ Form 2608-stop 1 worksheet (mgmt.)
- _____ Form 2609-step 2 worksheet (mgmt.)
- _____ Unions step one worksheet/notes
- _____ Witness statements
- _____ Written extension of time limits
- _____ Request for Information & documents
- _____ Grievance chronology worksheet
- _____ Applicable provision of L.M,U,
- _____ Previous grievance resolves on related grievances
- _____ Any EEO complaint or previous EEO settlement
- _____ Applicable provisions on handbooks & manuals (relevant pages)
- _____ Minutes of local L-M meetings relevant to subject
- _____ Work policies of local office
- _____ Management memoranda, communications or directives which are relevant
- _____ Arbitration Awards

DISCIPLINE / RESTRICTED SICK LEAVE / MEDICAL DOCUMENTATION / STEP DEFERRAL

- _____ Copy of discipline letter (LOW, Suspension, Removal)
- _____ Elements of record in discipline (previous discipline letters)
- _____ Supervisors request for discipline
- _____ Higher level concurrence for discipline
- _____ Management and Union witness statement
- _____ Copy of RSL / Step deferral letter
- _____ Stop Increase evaluations
- _____ Forms 3971
- _____ Form 3972 of grievant and comparisons
- _____ Training records
- _____ Office work policies and rules
- _____ Clock rings / time cards
- _____ Records of employees not disciplined for similar offenses/less severe.
- _____ E,A,P, attendance and referrals
- _____ Sick call logs/other employees sick same day(s)
- _____ Medical Documentation/medical bill
- _____ Fitness for duty examinations
- _____ Edit records
- _____ Quarterly attendance loss/listings
- _____ Investigative Memorandum
- _____ CA-1's, CA-2's, all other Injury forms, OWCP claims
- _____ Newspaper clippings I adverse publicity
- _____ Police reports I arrest records
- _____ Motor Vehicle accidents reports/forms
- _____ E & LR manual provisions (RSL-513.371. step deferral-422,34, medical documentation 513,361)

WINDOW SHORTAGES

- _____ Letter of Demand
- _____ Written reports of security violations
- _____ Form 3366
- _____ Form 17's where clerks swap stock
- _____ Records of key checks, combination changes, etc,
- _____ Faulty adding machine tapes
- _____ maintenance records (faulty equipment)
- _____ Relevant provisions of F-1, F-50 handbooks
- _____ Bad check list If relevant
- _____ Policies and Procedures of office
- _____ Statements (i.e. reasonable care, common key drawer, etc.)
- _____ **Record of window training**

OVERTIME/HOLIDAY/PREMIUM PAY/WORK SCHEDULE

- _____ Weekly-Work Schedule
- _____ Overtime Desired List
- _____ Overtime Authorization List
- _____ Clock rings/time cards
- _____ **Mail** volume reports
- _____ Job description / scheme qualifications of employee(s)
- _____ Holiday schedule and postings
- _____ L.M.U, overtime and holiday scheduling provisions
- _____ Form 1723-Assignment orders
- _____ Change of schedule forms
- _____ seniority lists

EDITS

- _____ Form 1223-earnings statement
- _____ Form 2240-pay, leave, or hours adjustment request
- _____ Form 5034-ZMT Individual performance record
- _____ Edit tape and analysis
- _____ Operator training and retraining record
- _____ Witness statements (machine speed, bad mail, faulty
- _____ Maintenance repair forms-work orders

Applicable provisions of Art. 37A, M-54, M-16, M-5, M-15,

Bids/Job Postings/Reversions

PO-405T

- _____ Bid Awards
- _____ Vacancy announcements-form 1710
- _____ Bid applications
- _____ Seniority lists
- _____ Form 1723-higher level assignment order
- _____ Job descriptions
- _____ OF-346