

3rd Level Grievance Check List

- Copy of Grievance
- Copy of the 2nd Level Response
- A Fact Sheet or narrative of events giving rise to the grievance
- Minutes of the pre-disciplinary meeting
- Copy of the Investigatory report
- Copy of Grievant's prior disciplinary record
- Copy of discipline (i.e. oral reprimand, written reprimand, or state of charges)
- Witness Statements (anyone who can verify your side of the incident)
- Time sheets relative to this grievance
- Medical Statements relative to this grievance
- Copy of your evaluation
- Copies of all job descriptions relative to this grievance
- Names of persons to be paid (Overtime and/or temporary assignment)
- Date in question (for overtime and/or temporary assignment)
- Duties performed in higher title for Temporary Assignment
- Explanation of why grievance is timely at: (fill in applicable areas below)

Step 1: _____

Step 2: _____

Step 3: _____

Why you want Flex-time and why it should be granted by Management

Grievance number(s) _____

Local Number: _____

Contact Name: _____

Contact Phone No.: _____