

**The following is a checklist of materials needed to process this grievance, review the list and check all appropriate boxes of material you have enclosed.**

**Required Documents for All Grievances:**

- Copy of Grievance
- Answers given by management at all grievance levels
- Fact Sheet of narrative of events giving rise to grievance
- Signed witness statements (Both management and Union)
- Prior favorable grievance settlements or other relevant information
- Documents which support claim of a violation of past practice or disparate treatment

**Required Documents for Denial of Time Off Grievances:**

- A copy of request for time off
- A copy of medical certification (If relevant)
- A copy of seniority list - highlight individuals referred to in the grievance (if relevant)

**Required Documents for Filling of Vacancy Grievances:**

- A copy of seniority list - highlight individuals referred to in the grievance
- A copy of the promotional test and individual scores.
- A copy of grievant's disciplinary record.
- A copy of grievant's performance evaluations.

**Required Documents for Temporary Assignment Pay Grievances**

- A copy of relevant job descriptions (CMS-104).  
(with duties of higher classification performed highlighted)

**Required Documents for Disciplinary Grievances:**

- Minutes of the pre-disciplinary meeting (stewards notes if your agency does not supply minutes of the pre-disciplinary meeting)
- A copy of the agency's investigatory record
- A copy of the grievant's prior disciplinary record
- A copy of the reprimand
- A copy of the CMS-2 transaction form
- A copy of the agency and/or facility policy or rule pertinent to the grievance
- A copy of any medical certification (if relevant)

**Other Grievances**

- Other Information

**Include a brief statement explaining why you think the grievance should be pursued to arbitration or settled in the manner you are requesting.**

Grievance number(s) \_\_\_\_\_

Local Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_