

IBEW Local 769 GRIEVANCE FACT SHEET: Disciplinary

This form is to be used by the steward to aid in investigating a grievance. The FACT SHEET outlines the information that will be necessary to develop a strong case. Use additional numbered pages to document all the details. It will be turned in to the Local along with a copy of the grievance (if filed) and grievance responses.

**DO NOT TURN THIS FORM IN TO MANAGEMENT.
THIS INFORMATION IS FOR THE UNION'S USE ONLY!**

Grievant _____ Company _____

Classification _____ Supervisor _____

Work Location _____ Hrs. Of Work _____ Days Off _____

What Happened? Also, describe incidents, which gave rise to the grievance. _____

Who was involved? Give names and titles (include witnesses). _____

When did it occur? Give day, time, date(s). _____

Deadline to File Grievance: _____

Where did it occur? Specific locations. _____

How did management violate the contract? _____

What remedy is requested? What must management do to correct the problem? _____

Additional comments. Use additional sheets. Number of additional sheets: _____

Personnel file reviewed: Yes No

Steward: _____ **Date:** _____

Check List For Just Cause

Was there forewarning?

Yes

No

Reasonable related issues?

Yes

No

Was there a fair and thorough investigation?

Yes

No

Is there substantial evidence?

Yes

No

Is this consistent discipline?

Yes

No

Is the punishment equitable to the issue?

Yes

No

JUST CAUSE ELEMENTS

1 **Advance Warning:** Did the employee know or should the employee have known that the behavior could result in disciplinary action? In many circumstances, actual communication of the rules, and possible penalties, must be communicated in advance.

2 **Reasonable Related Rules:** Is the rule or order reasonable, safe, and related to operational needs of the organization?

3 **Thorough Investigation:** Has a thorough investigation of the facts and circumstances been conducted, to include the employee's explanation, and/or evidence, prior to administering discipline?

4 **Fair, Objective Investigation:** Was the investigation conducted fairly and objectively? Even-handedly and without discrimination or pre-determination?

5 **Substantial Proof:** Is there substantial proof for management's case?

6 **Consistent:** Have the rules, orders, and penalties been consistently applied to this and other employees in the past?

7 **Punishment:** Was the discipline related to the seriousness of the offense, to the employee's record, and to the employee's level of responsibility within the organization?