

## Grievance Checklist for Local 135 Stewards:

1. No grievances turned in should be missing article numbers, a time stamp, the grievant's address, the remedy or resolution written down, or a management signature (or initials) confirming they were presented with it. If the grievant does not include any of the above, **help them out** or finish the grievance yourself. An address is needed in case the Union needs to notify the grievant of a meeting date.
2. Writing the employee ID number at the top of the grievance speeds the process up, especially with payroll issues.
3. All grievances **must** have a steward level meeting. That is called the first step of the grievance procedure. In that meeting the steward and grievant (if possible) meet with the manager to discuss the grievance and try to resolve it. At the bottom of the grievance, note the date of this meeting. If you do not come to a resolution at this meeting, write "Moved to BA step" at the bottom of the grievance. If a steward level meeting is skipped, the UPS labor manager may take a point of order on the grievance and send it back which will create a lengthy and unnecessary delay.
4. It is okay and helpful to write any important notes concerning the grievance on the back of the grievance under "Facts and Union position".
5. **VERY IMPORTANT:** If the grievance is unresolved at the steward level meeting, ALL information needs to be collected before the local level meeting (the BA step), which is known as the second step of the grievance procedure. So, at your steward level meeting note what other information needs to be gathered, such as witness statements, start time lists, timecards, etc. This is because no extra information can be introduced after the local level hearing.
6. Termination grievances are extremely important as far as gathering information. Some termination cases will go to the third step of the grievance procedure, which is the JAC level meeting. Our new contract allows an arbitrator to rule on the termination at JAC. The arbitrator will rule on all the **facts** presented in the case, so it is imperative that the grievant has all necessary documents to support his or her case.
7. Relay the message to ALL your co-workers that they **do not and should not** supply the company with a written statement on "what happened" in **any** situation at the workplace. Remind them that there is an "Oath" taken for all Teamsters to not willingly harm another Teamster. However, they may give statements to help a fellow Teamster with his or her grievance. We are unified to each other as Teamsters. We are not unified to your management team.
8. Grievances should be filed on **ALL** warning letters. In most cases, the steward will place a grievance on a warning letter in "Abeyance", which basically stands as a paper record of protest against the warning letter should more additional discipline be applied.
9. If you have questions, contact your business agent!!

Kerry Dearth  
Package Division  
Business Agent  
Teamsters Local 135