

TEAMSTERS LOCAL UNION NO. 986

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

General Teamsters, Airline, Aerospace, and Allied Employees, Warehousemen, Drivers, Construction, Rock and Sand



Investigation Checklist

A good investigation at the early stages of a grievance can lay the foundation for your case.

Investigate at the first step as if the grievance will go to arbitration. A good investigation will expedite settlement. A good investigation will help build your confidence. This checklist will assist you in completing a good grievance investigation.

_____ Interview the grievant. Listen carefully to his/her account of the situation

_____ Interview grievant's co-workers

_____ Interview the witnesses and management asking the Six W's. Get a written signed and dated statement from witnesses.

_____ Keep written records of all interviews.

_____ Request a copy of members' related consultations (if it is a disciplinary grievance).

_____ Request any other management records needed (personnel policies, payroll records seniority list, attendance records, etc.).

_____ Determine if the problem affects others in the workplace.

_____ Determine if filing a grievance is the best strategy for solving the problem.

_____ Check previous grievance settlements for precedents.

_____ Check the experience of other stewards in similar cases.

_____ Seek advice on a regular basis from your Business Agent, Chief Steward or other Union Official.

_____ Review the case with the grievant.

_____ Anticipate and prepare for management's arguments.

_____ Outline your presentation in writing.

_____ BE AWARE OF TIME LIMITS IN THE GRIEVANCE PROCEEDURE