

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