

Grievance/Hearing Preparation

1. When discipline is initially issued:

- a. Get info from steward including their notes, and any documents they received from the company.
- b. Set up a meeting immediately with the Steward that was involved and call the Grievant.
- c. Request from Grievant any documentation they can provide to assist with the initial evaluation of their case.
- d. Explain the importance of the Confidentiality of the meeting to the employee. No telling co-workers, friends, posting on Facebook, etc.
- e. Explain the steps of the grievance procedure and the time limits.
- f. If held out of service without pay, tell the grievant to file for unemployment. Advise employee of usual grievance timeline. Discuss lifechanging issues such as seeking other employment, resignation, or retirement if possible.
- g. If discipline is related to a failed DOT test, ask the grievant about their ability to pass a drug test. Explain their options through the Union EAP program.
- h. Make sure you have all the correct contact information including email, phone numbers, etc.

2. Follow up meeting with grievant:

- a. Review steps 1c through 1h

- b. Verify the Company's documentation is correct. Pick apart termination letter or discipline letter. Make sure that all basic principles of "Just Cause" are met.
- c. Impress upon employee that the union is here to help, and it is imperative that they be completely honest.
- d. Walk through the whole story with the grievant, and take notes.

3. Once a hearing date has been set:

- a. Contact the grievant again, explaining that we will be doing our best, and that they must tell the truth.
- b. We will make the best presentation. We don't want any holes in the story, we will assess the situation, and present a plausible explanation.
- c. Walk through the whole story with the grievant again, comparing notes from the previous meeting.
- d. Explain the dress code for the hearing, and any signals that you may use to stop talking after questions. (Don't talk too much)
- e. Anticipate the company's point of view to prepare case arguments.
- f. Tell the grievant they should write a letter with their go forward plan of action, and be prepared to speak on their own behalf at the end of the hearing (if applicable)

4. On the date of the hearing:

- a. Have the grievant show up an hour prior to the hearing to meet with the committee.

- b. Tell the grievant to stay engaged/ make eye contact when speaking or being spoken to. Do not speak out of turn.
- c. Review the grievant's statement and make any last-minute adjustments.
- d. Keep track of all participants at the hearing.
- e. Make sure the Scribe for the hearing is prepared to capture details of the hearing in their notes. The scribe can ask for time to catch up notes during the hearing to ensure accuracy and control the tempo.

5. Once the decision is rendered:

- a. Contact the employee regarding the decision.
- b. Explain the next step in the procedure and timeline
- c. Submit documents to the AGC for review and next step
- d. Keep in contact with the grievant for follow-up/feedback
- e. Explain LCA if applicable