

THE PROPER ORDER TO PLACE DOCUMENTS IN THE GRIEVANCE FILE

The steward should place the grievance file in the following order, prior to sending the file to the National Business Agent's office:

1. Step 3 or Direct Appeal from Step 2 to Arbitration.
2. Additions and Corrections to Management's Step 2 Answer, if written.
3. Management's Step 2 Answer, if provided.
4. Management's PS Form 2609, if provided.
5. Step 2 Grievance Appeal Form.
6. Management's Step 1 Answer, if provided.
7. Management's PS Form 2608, if provided.
8. Step 1 Grievance Appeal Form, if used.
9. Copy of extension documentation(s), if an extension was granted.
10. Notice of Letter of Charges, if a discipline case.
11. A copy of all live discipline in the grievant's file and the disposition of those grievances.
12. A copy of all documents applicable to the contract dispute, if a contract case (i.e., Policy Changes, Reversion. Bid Posting. Overtime Desired List(s), and Clock Rings, etc.
13. Information Request Form.
14. The steward's notes taken from the interview with the supervisor.
15. The supervisor's notes from the Pre-Disciplinary Interview, (PDI).
16. The steward's notes taken from the interview with the grievant.
17. Steward's statement of the facts and contentions of the case.
18. Witness Statements.
19. Medical Documentation, and/or other records relevant to the grievance, and
20. All Emails and/or FAXs received.