

**2ND STEP CHECK LIST FOR
GRIEVANCE INFORMATION**

GRIEVANCES APPEALED TO THE 2ND STEP SHOULD HAVE THE FOLLOWING:

GRIEVANCE INFORMATION FORM !!

REQUEST TO MANAGEMENT FOR GRIEVANCE MEETING AND GRIEVANCE #

STATEMENT OF OCCURRENCE !!

FIRST STEP GRIEVANCE REPORT FORM !!

EXTENSION FORM - IF APPLICABLE (ARTICLE 12, SECTION 2) !!

FIRST STEP MINUTES !!

PERSONNEL RECORDS (PREVIOUS WARNINGS, SUSPENSIONS, ETC.) !!

ANY OTHER SUPPORTING DOCUMENTATION PERTINENT TO THE CASE !!

**GRIEVANCES CANNOT BE SCHEDULED AT THE SECOND STEP UNTIL THE COMPLETE
FILE IS FORWARDED TO THE DISTRICT STAFF REPRESENTATIVE/DISTRICT OFFICE BY
THE LOCAL SECRETARY/TREASURER WITH AUTHORIZATION OF THE LOCAL PRESIDENT!!**