

Discipline Grievance Fact Sheet

UNION ONLY

(This does not go to the company. It is only to be used by the union. Use back if necessary.)

Grievor Name _____ Phone _____

Department _____ Job _____

What discipline was given? _____ Date of discipline _____

1. Did grievor do what he or she was disciplined for? __ Yes __ No __ Unclear
2. Why was the grievor disciplined? What happened? Was there an incident, are there witnesses, who are they and what do they say?

IF THE GRIEVOR (S) DID IT:

3. Are all workers disciplined for breaking this rule, or is there favoritism?
4. Did the member know about the rule, know the penalty? Is it a new rule or an old rule that was never enforced?
5. Is the rule reasonable for workers to follow? Is it related to safe and efficient operations? Have other workers had problems following this rule?
6. Does the punishment fit the seriousness of the offense and the worker's history?
7. Did the company follow their own rules for discipline, giving the worker a chance to improve? Did the company investigate before issuing discipline? Did they question the worker fairly?
8. Do we need copies of company records to see if other workers have been disciplined for breaking this rule? Are there other records that might help?

Steward _____ Date _____