



**HPAE
#5058**

THE GRIEVANCE PROCESS

THIS LETTER IS TO PROVIDE YOU WITH THE INFORMATION YOU NEED FOLLOWING A DISCIPLINE. IF YOU FEEL YOUR RIGHTS, AS DEFINED IN THE LABOR/MANAGEMENT CONTRACT HAVE BEEN VIOLATED YOU HAVE THE OPTION TO FILE A GRIEVANCE WITH MANAGEMENT. A GRIEVANCE IS A FORMAL THREE STEP PROCESS IN WHICH THE SITUATION SURROUNDING YOUR DISCIPLINE IS REVIEWED. IF YOU ARE CLEARED OF YOUR DISCIPLINE THE PENALTIES CAN BE REVERSED, THOUGH THIS IS NOT GUARANTEED. YOUR UNION IS HERE TO SUPPORT YOU THROUGH THIS PROCESS.

A MEMBER OF THE EXECUTIVE BOARD WILL ASSIST YOU THROUGH EACH STEP. BELOW IS THE CONTACT PERSON FOR YOUR GRIEVANCE, SHOULD YOU CHOOSE TO FILE ONE. PLEASE VIEW YOUR UNION CONTRACT SO THAT YOU ARE MORE FAMILIAR WITH THE PROCESS. YOU WILL FIND THE DISCIPLINARY PROCESS EXPLAINED IN SECTION 12 AND THE GRIEVANCE PROCESS EXPLAINED IN SECTION 13 OF YOUR UNION CONTRACT.

KEY POINTS TO KEEP IN MIND:

- THE FIRST STEP IN FILING A GRIEVANCE IS NOTIFYING MANAGEMENT OF YOUR INTENTIONS TO GRIEVE THE DISCIPLINE. THIS MUST BE FILED WITHIN (10) TEN BUSINESS DAYS OF BEING NOTIFIED OF THE DISCIPLINE. YOUR E-BOARD CAN HELP YOU WITH THIS.
- YOU HAVE A RIGHT TO HAVE UNION REPRESENTATION OF YOUR CHOICE ANY TIME MANAGEMENT ASKS YOU A QUESTION REGARDING A DISCIPLINE. OUR MANAGERS HAVE BEEN VERY GOOD ABOUT SEEKING OUT A REP PRIOR TO DISCIPLINES BUT SOMETIMES THEY FORGET. JUST ASK FOR A REP TO BE PRESENT!
- IT IS IMPORTANT TO WRITE DOWN ANY DETAILS THAT YOU REMEMBER IMMEDIATELY SO DETAILS ARE NOT FORGOTTEN. INCONSISTENCIES IN YOUR STORY WILL BE USED AGAINST YOU.
- **KEEP YOUR ANSWERS SHORT AND TO THE POINT!!!**

DATE OF DISCIPLINE: _____

NAME OF UNION REP: _____

REP CONTACT NUMBER: (____) ____-_____