

# Preparing Your Grievance Packet

**The grievance hearing should not proceed without reviewing the grievance and the grievance packet of information prior to the hearing**

## **Prior to the Grievance Hearing –**

1. Investigate the grievance
2. Submit a request for information
3. Complete the fact sheet (internal use only)
4. Review the grievance
5. Ensure the proper article(s), side letter(s) and/or policy/policies are cited
6. Send grievance and documents to the Staff Representative
7. Amend in writing, if necessary
8. Complete the Exchange of Information sheet (this is not optional for AGP)

## **Discipline – Information needed (guidelines, not meant to be all inclusive)**

1. Discipline letter
2. Relevant policy/policies
3. Witness statement(s) on proper form
4. Video and/or audio evidence
5. Investigatory interview, pre-disciplinary conference notes
6. Relevant arbitration awards
7. Performance evaluations
8. Accommodations, awards, etc.
9. Grievant's years of service
10. Knowledge of prior and/or future discipline
11. Complete investigative report and findings
12. Grievant's medical information, with proper HIPPA releases
13. Patient/Resident's mental capacity information
14. Determine if the grievant wants to return to work



**Contract Interpretation** – Information needed (guidelines, not meant to be all inclusive)

1. Contract language
2. Bargaining history
3. Side letters, MOUs
4. L/M minutes
5. Relevant arbitration awards
6. Witness statement(s) on the proper form
7. Relevant policy/policies
8. Records, ie, OT call sheets, payrolls, etc.
9. Past settlements – not meant to set precedent only to show how the parties have resolved similar cases

**At the First Step – State Accelerated Grievance Procedure (APG) Only**

1. Exchange packets with management – Exchange of Information Sheet must be filled out and signed
2. Provide all then know information to support the grievance
  - a. See Article 38, Section 3, Step1, pg. 154
3. Discuss the packets and your arguments
  - a. Write down bullet points/outline so you don't forget an argument
4. Explore settlement options
5. Request time to submit additional information based on the discussions
  - a. Confirm the agreement in writing
  - b. Define the time frame and adhere to it

**At the First Step – Non-State Grievance Procedure**

1. Know the steps and timeframes of the grievance procedure
2. At which step does the Staff Representative become involved?
3. Discuss the packets and your arguments
  - a. Write down bullet points/outline so you don't forget an argument
4. Explore settlement options
5. If the parties agree to an extension of the timeframes
  - a. Confirm the agreement in writing
  - b. Define the timeframe and adhere to it

