

TEAMSTERS LOCAL UNION NO. 769

Discipline Grievance Checklist

The key question you must consider and investigate when handling a discipline case is "Did management have a 'just cause' for imposing the discipline?"

Was the employee adequately warned of the consequences of his/her conduct?

The warning may be given orally or in writing. Were the employees given copies of any workplace rules or asked to sign something saying they saw copies of postings of company rules?

Is the employee being punished for conduct, which has been allowed in the past?

Management can't suddenly begin to crack down without first warning the employees.

Note: The employer may not have to give warning about certain conduct - for example: stealing company property - which workers are expected to know is unacceptable.

Was the employer's rule or order reasonably related to efficient and safe operations?

Did management investigate before administering discipline?

Who did they talk to? Or did they just act?

Was the investigation fair and objective?

Did the investigation produce substantial evidence or proof of guilt?

Was there equal treatment?

Were the rules, orders, or penalties applied evenhandedly and without discrimination?

Was progressive discipline used?

Was a verbal or written warning given for the first offense?

Was the discipline imposed too harsh?

Was the discipline reasonably related to the seriousness of the offense?

What does the employee's past record look like?

How many years of service does the employee have?
Any past disciplinary action? If yes, when and for what?

Stewards, print out form and complete in determining if grievance is applicable