Grievance Checklist

1. **Table of Contents**
2. **Grievance Form- Form 8190**
3. **Triggering Documents**

a. LOW

b. Suspensions

c. Removals

d. Administrative actions

e. Written communications

4. **Documentary Evidence**

 a. Forms

 b. Documents

 c. Photos

 d. Records

 e. Written statements

 f. OTDL lists

 g. Tangible items that prove a fact

5. **Investigatory Notes**

 a. Notes from PDI

 b. Notes from investigative interviews

 1. Notes should include time, date, location and who

6. **Contractual Cites and Prior cases**

 a. Copies cites from

 1. Handbooks

 2. Manuals

 3. Arbitrations

 b. Past settlements

7. **Misc. items**

 a. Requests for Union Time (approved and denials)

 b. Requests for information

 c. Extensions

 d. Any other important information.

8. **Notes from informal A meeting**