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**