

## NEA-Jurupa Member Concern/Grievance Intake Form

### GRIEVANCE CHECKLIST FOR ASSOCIATION REPS

**PREPARATION:** Utilize this checklist to streamline your information and facts, and to help understand the process. Contact the Chapter President or Grievance Chair to assist in filing any grievances.

<input type="checkbox"/>	1. Get all the facts from the employee who has the complaint.
<input type="checkbox"/>	2. Get details- dates, examples, witnesses, correspondence, etc.
<input type="checkbox"/>	3. Ask probing questions so that you can get the full story on the issue.
<input type="checkbox"/>	4. Be sure to take notes so you have a record and can check back to verify facts.
<input type="checkbox"/>	5. Get additional facts to support the complaint.
<input type="checkbox"/>	6. Check school board policies and regulations.
<input type="checkbox"/>	7. Determine whether or not there is a legitimate grievance.

#### **IS THE COMPLAINT GRIEVABLE?**

<input type="checkbox"/>	8. Determine which Article(s) of the contract has/have been violated.
<input type="checkbox"/>	9. Gather supportive data (reverse emails, notes of conversations, witness statements, etc.)
<input type="checkbox"/>	10. Discuss the problem informally with the principal or immediate supervisor in order to reach a settlement.

#### **LEVEL I REPRESENTATION**

<input type="checkbox"/>	11. Determine what arguments management will make in this case.
<input type="checkbox"/>	12. Gather supportive data for your arguments.
<input type="checkbox"/>	13. Research back-up information: a. Association Files b. Past Practice c. Past Grievances d. Association Officers and CTA Staff