

**ISSUE GRIEVANCE CHECKLIST**

What specific contract article(s) was violated? \_\_\_\_\_

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**What is the intent of each violated article:**

Any Fact Sheets that provide guidance?

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Any Past Arbitration Decisions that provide guidance?

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Any Past Settlements that provide guidance?

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Is there evidence to support the claim that management violated the article(s)?\_

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Is the grievance filed within timelines? \_\_\_\_\_

Does the employer's action violate federal or state statutes, regulations, rules, or Appointing Authority directives where the contract is silent? (Section 44.02) \_\_\_\_\_

Is the employer action a past practice as defined in Section 44.03? \_\_\_\_\_

Does the employer action meet all five tests of a past practice:

Exist for a reasonably long time? \_\_\_\_\_

Occur repeatedly? \_\_\_\_\_

Clear and Consistent? \_\_\_\_\_

Known to both management and the union at all levels? \_\_\_\_\_

Accepted by both management and the union at all levels? \_\_\_\_\_

Is the employer action an unfair labor practice? \_\_\_\_\_

Is there a better remedy that can be offered by another administrative procedure in or outside the contract (for example, OCRC/EEOC, Article 19, OSHA, FLSA, court action)? \_\_\_\_\_

Does the problem better lend itself to Labor/Management resolution? \_\_\_\_\_