

# 9163 GRIEVANCE PROCESS / IMPLEMENTATION OF DISCIPLINE



## ACCIDENT/ INCIDENT



### INVESTIGATIVE CONFERENCE

Informal discussion with immediate supervisor, Union Rep, and you. Do not see management regarding discipline without a union rep present and do not disclose too much information.



### SKELLY MEETING & DECISION

The Operator shall have the right to respond to charges at the scheduled Skelly meeting per Sec. 19.6. **If discipline is imposed, it is highly recommended that you file a grievance.**

#### NO MERIT

No reasonable or factual grounds support the charges.



### FILE GRIEVANCE

**A grievance must be filed within 7 days of the Skelly decision.** Grievance writing and requirements are listed in Statement of a Grievance Sec. 22.3

#### CAUTION & REINSTRUCT OR ORAL OR WRITTEN WARNING

Oral or Written Warnings, including Caution and Reinstruction, shall constitute elements of progressive discipline, but shall not be subject to the grievance procedures, unless you **file a rebuttal within (30) working days of the issuance of the warning.**



### STEP-2 HEARING

We present your case to Employee Labor Relations (ELR) Sec. 22.5.



### DISCIPLINE ISSUED

If management's charges are upheld, management may issue discipline. With approval from the Executive Board, **TWU Local 250A may, at any time within seven (7) calendar days of the Step 2 decision, appeal to an arbitrator, Sec 22.5.**

#### FILE A REBUTTAL

When the Warning or C&R is used as evidence by the City in any future discipline, the Warning or C&R may be argued at that time but only if rebuttal has been filed. **Rebuttals are highly recommended.** Sec. 19.4



### STEP-3 ARBITRATION

Unlike ELR, an arbitrator is independent and impartial, and their ruling is binding. Grievant's attendance is highly recommended.



### ARBITRATOR FINAL RULING

The arbitrator will rule and if the charges lack merit, or if they are excessive and violate Progressive Discipline, discipline will be dismissed or reduced. If so, you will be paid retroactively for any suspension days served.