

## Article 7.1.B.2

### Documentation

### Explanation

All grievance paperwork	All paperwork developed and utilized in grievance procedure
Specific listing of involved employees - PTFs and casuals	Normally found as crew sheets or schedule for the week. If not make listing and back up with documentation such as personnel memos or Form 50s
Hours worked on a daily and weekly basis by PTFs and casuals, normally ETC reports	Should be charted to make a more concise proof. Also may show violation on daily and weekly basis. Time records normally best proof. Be sure to make comparisons and give totals
Work performed, when and where	Normally done through witness(es) statements and time records. Needed elements to prove violation
If necessary, qualifications of PTFs	Need to prove PTFs qualified to do work performed by casuals
If available, work schedules for PTFs and casuals	May show management improperly scheduled for the week or weeks in question. Sometimes offsets management argument of inadvertently done
Applicable case law. Remember difference between precedent and persuasive value	Strengthens case through Step 4s, national arbitrations or pre-arbs, regional arbitrations or pre-arbs. Cites must be on point