

Article 16.7

Documentation

Explanation

All grievance paperwork	All paperwork developed and utilized in grievance procedure
Emergency Placement paperwork	Must be in writing. Basis for dispute. Should tell us why management took action. Establishes if done in a timely manner and if alleged misconduct part of the limited criteria under 16.7
Statement by grievant	Tells employee's side of the story and helps tie down the facts
Steward's written notes on interview with supervisor who issued Emergency Suspension	Should address specific reasons on why action taken, proofs at this time, timeliness of action, and how action ties to language of 16.7
Statements by witnesses or co-workers, if applicable	Helps determine facts of the case and minimizes later revamping by management
P.I.'s - IM, if generated	If basis for action - is it clear and factual? Does it tie to language of 16.7 and is it timely? May shed additional light on case
Threat Intervention Team Reports, if applicable and generated	May add clarity and facts. Be sure you can determine all aspects of how generated
Local or District SOPs, if applicable	Should explain management thinking on what should be done regarding certain incidents. Scrutinize carefully to ensure due process and just cause not ignored. If reasonable, must be known and uniformly and consistently administered
Subsequent discipline and paperwork, if issued and tied to Emergency Suspension action	Does this action strengthen or weaken Emergency Suspension? Did it follow in a timely manner?
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