

**International Union,  
Security, Police and Fire Professionals of America (SPFPA)**

**LOCAL PRESIDENT'S  
GRIEVANCE CHECK OFF LIST**

**PLEASE FILL OUT THIS FORM AND SUBMIT IT ALONG WITH THE ENTIRE GRIEVANCE FILE TO THE REGIONAL VICE PRESIDENT:**

LOCAL: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
GRIEVANCE NO.: \_\_\_\_\_  
GRIEVANT: \_\_\_\_\_  
ISSUE: \_\_\_\_\_

**FILE CONTAINS: PLEASE CHECK**

- 1. The grievance.
- 2. Grievant's history (*seniority, work record, disciplinary record, attendance record.*)
- 3. The answers of both the Company and the Union in the early steps of the grievance procedure.
- 4. The appeal to arbitration from the Union to the Company.
- 5. FMCS Panel of Arbitrators: (please check applicable status)
  - Enclosed with the file
  - Requested but not received yet
  - May need to be requested. **Check for \$50.00 is enclosed, payable to FMCS.**  
(*to be returned to the Local if case is rejected for arbitration*)
- 6. **A summary by the Local President on why the case should go to arbitration.**

Please include any other relevant information:

- ✓ Copy of contract, if not previously forwarded to the International.
- ✓ Witness statements, if any.
- ✓ Any relevant maps, diagrams, photographs, etc.
- ✓ Any relevant notes, minutes, letters, memos, etc.
- ✓ Any relevant Company rules, regulations, handbooks, etc.
- ✓ Any relevant prior arbitration awards, either for the guard unit or P&M unit of the same plant or the same company.
- ✓ Any relevant prior grievances or grievance settlements.
- ✓ Address and phone number of grievant and all witnesses.



**PLEASE MAKE SURE GRIEVANCE IS TIMELY**

INFORMATION ON TIME LIMITS

RE: LOCAL: \_\_\_\_\_

COMPANY: \_\_\_\_\_

GRIEVANCE NO: \_\_\_\_\_

GRIEVANT: \_\_\_\_\_

ISSUE: \_\_\_\_\_

Please check:

the Grievance and Arbitration section of your current Collective Bargaining Agreement and indicate below information with regard to TIME LIMITS. (Indicate when the time limits expire, by which date an arbitrator is to be selected, whether the time limits have been extended, etc.)

Be sure to include any information that is pertinent with regard to keeping the grievance timely.

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Signed by: \_\_\_\_\_

Note: INCLUDE THIS FORM IN THE FILE TO BE SENT TO THE REGIONAL VICE PRESIDENT.

**TO BE COMPLETED BY THE LOCAL PRESIDENT**  
**WHEN SUBMITTING GRIEVANCE FILE**  
**TO THE REGIONAL VICE PRESIDENT FOR ARBITRATION EVALUATION**

**Local No.:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Grievance No.(s):** \_\_\_\_\_

**Grievant(s):** \_\_\_\_\_

**Issue:** \_\_\_\_\_



The Case file is Complete: (Yes/No): \_\_\_\_\_  
(If no, please obtain necessary information)



The Grievance is Timely: (Yes/No): \_\_\_\_\_  
(If no, please arrange to have time limits preserved or extended)

**Special Instructions, if any:** \_\_\_\_\_

\_\_\_\_\_

**Summary of Case and Reason for Recommending Arbitration:**

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**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***TO BE COMPLETED BY THE REGIONAL VICE PRESIDENT***  
***WHEN SUBMITTING GRIEVANCE FILE***  
***TO THE INTERNATIONAL FOR ARBITRATION EVALUATION***

**Local No.:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Grievance No.(s):** \_\_\_\_\_

**Grievant(s):** \_\_\_\_\_

**Issue:** \_\_\_\_\_



The Case file is Complete: (Yes/No): \_\_\_\_\_  
(If no, please obtain necessary information)



The Grievance is Timely: (Yes/No): \_\_\_\_\_  
(If no, please arrange to have time limits preserved or extended)

**Special Instructions, if any:** \_\_\_\_\_

\_\_\_\_\_

**Summary of Case and Reason for Recommending Arbitration:**

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**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_