**QSB/ Arbitration Checklist Required**

(Place a check mark √ or “N/A” (not applicable) next to each item listed below) Grievance Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Statement of Occurrence

\_\_\_\_\_ Grievance Minutes:

Step 1 \_\_\_\_\_

Step 2 \_\_\_\_\_ Final Step \_\_\_\_\_

\_\_\_\_\_ Disciplinary “Write-Up(s)” (current discipline and past discipline, if applicable)

\_\_\_\_\_ Contract Article(s) alleged by the Union to have been violated

\_\_\_\_\_ Copy of the Policy/Code alleged by the Company to have been violated

\_\_\_\_\_ Attendance Calendar(s) or equivalent

\_\_\_\_\_ Notes from Grievant’s Investigatory Interview

\_\_\_\_\_ Witness Statement(s)

How many are included? \_\_\_\_\_\_

Are all witness statements attached? \_\_\_\_\_\_\_

\_\_\_\_\_ Other documents supporting the Union’s position (please identify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ Other documents supporting the Company’s position (please identify):

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\_\_\_\_\_ Completed Arbitration Request Form

\_\_\_\_\_ Synopsis of Local’s reason for requesting arbitration

\_\_\_\_\_ All Grievants have been identified

\_\_\_\_\_ The Union’s remedy sought has been identified

All documents verified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* NOTE: A referral to arbitration will not be accepted without completion of this form and all documents attached. \*\*\*