



TWU Local 564, AFL - CIO  
100 West Imperial Ave, Suite R  
El Segundo, CA 90245  
Office: 310-640-7430 FAX: 310-640-7432  
Toll Free: 800-657-1097

## Grievance Committee Procedures (Second Draft)

1. The grievance committee ("the Committee") shall consist of the President and Vice President(s) of the Local.
2. The Committee shall be responsible for all grievances beyond the first step of the grievance handling process.
3. The President of the Committee, or his designee, shall report monthly to the executive board on the status of all outstanding grievances.
4. The President or Vice President(s) shall have the authority to review each grievance and at his or her discretion withdraw, settle, or forward each grievance for processing.
5. Once a grievance is written it becomes the property of the local.
6. In the event a grievance is withdrawn, a written report shall be provided to the Committee for review and a written notice of withdrawal shall be immediately communicated to the grievant. The report to the committee shall state the reason for withdrawal and shall include any supporting statements or documents.
7. If a grievance is settled before submission for docketing, a written report of the settlement shall be provided to the Committee and a written notice of the settlement shall be immediately communicated to the grievant.
8. In the event a grievance is forwarded beyond the Chief operating Officer (COO) appeal, a local case file shall be opened and shall contain a copy of the grievance, including management responses, statements from the grievant and any witnesses, and all other documents and evidence supporting the claim.
9. When a case file is opened a local officer shall be assigned to prepare the case for the appropriate area or system board.
10. A preliminary report of the case shall be prepared by the Committee and presented to the executive board within 60 days of submission for docketing (30 days for area board), at which time the executive board shall decide whether to proceed with the grievance process or to withdraw the grievance from further consideration.
11. The Committee may (but is not required to) make a recommendation to the Executive board on a course of action.
12. Upon a final decision in the matter, all grievances granted, denied, withdrawn, or settled, shall be entered into a local master grievance database and a written notice of disposition shall be sent to the affected member.