

U.A.W. LOCAL 3303 INFORMAL ADJUSTMENT PROCEDURE FORM

STEP I COMPLAINT

Employee's Name _____ Check No. _____

Department _____

Type of Complaint _____

Date of Incident _____ Employee's Signature _____

Date Complaint Submitted _____ Date of Meeting _____

Section Manager's Signature:

Resolved _____ Date _____

Denied _____ Date _____

Date Section Manager Hand delivered to Complainant:

Date _____ Section Manager's Signature _____

Date _____ Complainant's Signature _____

STEP II REFERRAL

Date of Step II Referral _____ Employee's Signature _____

Date of Receipt by Department Manager _____ Department Manager Initial's _____

Date of Step II Meeting _____

Department Manager's Signature:

Resolved _____ Date _____

Denied _____ Date _____

Date Department Manager Hand Delivered to Complainant or Committeeman:

Date _____ Department Manager's Signature _____

Date _____ Complainant's or Committeeman's Signature _____

District Committeeman's Signature:

Accepted _____ Date _____

Appealed _____ Date _____

Committeeman's Step II Guide

1. Have all the facts - including articles violated
2. Have all documents supporting the facts (if they are not available, ask management for them)
3. Don't meet with management without the complainant or another committeeman if possible
4. Start out by presenting facts and evidence with which management will agree.
5. Stick to the point – If management thinks they are wrong, they will often try and switch the argument to something that has nothing to do with why you are there.
6. Be firm without being discourteous – It's your job to fight for the grievance, but you should treat management with respect, the same way that you expect to be treated.
7. Take denied complaints to the Union Office as soon as possible with supporting documents. (Only have 10 days to file a grievance)

Discipline Investigatory Procedures

1. Meet with the Employee before the meeting
 - a. Does the employee know why he is being called in?
 - b. Does the employee have prior discipline?
 - c. Has supervision talked to the employee about this incident already?
 - d. Instruct the employee to be truthful and keep their answers to a minimum and **not** volunteer any information.
2. Meet with Management (**take good notes**)
 - a. Ask Management exactly why the meeting was called.
 - b. Ask Management exactly what work or safety rules have been violated.
 - c. Ask Management who they have interviewed and request documentation they have pertaining to the matter.
 - d. Ask Management if any equipment or product was damaged.

Step I Complaint

(Less than 3 employees)

1. You have 10 working days from the time of the infraction to file a complaint (not including Saturdays, Sunday and Agreement holidays).
2. Filed with the Section Manager.
3. Section Manager will have a meeting with you within 5 of your work days, where you will explain the complaint.
4. The Section Manager has 5 days to answer the complaint.
5. You have 10 days to get it to you Union Committeeman, and for him to get it to the Department Manager.

Step II Complaints

1. The Department Manager, you and the Union Committeeman meet and discuss the complaint.
2. If denied, we have 14 calendar days to file a grievance.

All complaints involving more than 2 people, discipline, rate establishment or change, insurance, contracting out and job elimination/combination will be filed directly at Step III.

Are any of the following necessary to prove our position? (Please supply)

	Yes	No
Seniority Roster	_____	_____
Schedules	_____	_____
Overtime Rosters	_____	_____
JSHAs	_____	_____
QSOPs	_____	_____
AVOs	_____	_____
Bid Notices/Award Sheets	_____	_____
DMPs/Time Sheets	_____	_____
Job Orders/Unit reports	_____	_____
Notes from Step II Meeting	_____	_____
Other Documentation	_____	_____

SUPERVISION LISTING FOR STEP I AND STEP II PROCEDURE

4/1/09

DEPT. NO.	DEPARTMENT	Step I	Step II
1	Melt Shop	Jon Shank / Richard Wilson	Mike Morgus
2	Slab Conditioning	Matthew Engle	Kurt Boehm
4	Coil Warehouse	Ray Paganelli	Aaron Steinheiser
5	Inspection	Tom Tarr	Tim Curci
6	Hot Mill	Matthew Engle	Kurt Boehm
7	North Processing	Paul Olijar	Kurt Boehm
8	Cold Mill	Dave Kish	Aaron Steinheiser
9	Strip Shears	Ray Paganelli	Aaron Steinheiser
16	Shipping	Ray Paganelli	Aaron Steinheiser
17	Metallurgy	Greg Newman	Tim Curci
19	Pollution Control	John Reilly	Walt Scholl
24	Melt Shop Mtc.	Marc Chauvet	Mike Morgus
25	Processing Mtc.	Paul Olijar	Kurt Boehm
26	Hot Mill Mtc.	Matthew Gibson	Kurt Boehm
28	Masonry	Chris Beiter	Mike Morgus
29	Slab Cond. Mtc.	Matthew Engle	Kurt Boehm
30	Silicon Mtc.	Don Hogg	Eric Tola
32	Hilltop Processing	Anthony Rufo	Eric Tola
33	Hilltop Mtc.	Don Hogg	Eric Tola
34	Transportation	Linda Pirolo	Walt Scholl
35	Labor	Linda Pirolo	Walt Scholl
36	Emp. Reserve	Joan Green	Rick Winter
42	Silicon	Devin Corbett	Eric Tola
46	Stainless Processing	Joan Green	Rick Winter
47	Stainless Finishing	Joan Green	Rick Winter
49	Stainless Shipping	Joan Green	Rick Winter
50	Stores	Tom Sullivan	Tom Sullivan
54	Boiler House	John Reilly	Walt Scholl
55	Power Distribution	Jeff Rouse	Walt Scholl
56	Cold Mill Mtc.	Mark Turner	Aaron Steinheiser
58	Roll Grinding	Dave Kish	Aaron Steinheiser
76	Central Mtc. Shops	Mel Snow	Walt Scholl
77	Mobile Maintenance	Mel Snow	Walt Scholl
78	Clerical	Joan Green	Rick Winter

Aaron announced 4/1/09

All highlighted = Interim

subject to change

RECEIVED
4/2/09

DW

UNITED AUTOMOBILE AEROSPACE AND
AGRICULTURAL IMPLEMENT WORKERS OF AMERICA
LOCAL 3303



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To:

From:

Subject: Investigatory Meeting for alleged attendance irregularities

On _____, you had an investigatory meeting with _____
_____ to discuss alleged attendance irregularities and during the
meeting _____ was discussed.

_____ is a contractually proper and accepted reason to miss
work and should not be discussed as part of his/her attendance record.

District ___ Committeeman

Cc: Union Office
File