

# LIUNA!

*Feel the Power*

## DUTY OF FAIR REPRESENTATION CHECKLIST

### DO

Get a calendar – use it!

Investigate before deciding whether or not to file by:

- Speaking with the grievant
- Speaking with witnesses
- Speaking with management
- Reviewing available documents – including your CBA!
- Seek and review other documents if time permits

Consider the effect on others in the bargaining unit.

If the grievance is good and there's no harm to others, file it.

If the grievance could harm the bargaining unit, discuss with union officers.

If the grievance could harm an individual, inform him or her and listen to the worker's position before deciding whether to proceed.

Inform the grievant and others in the bargaining unit who are directly affected of the status of the grievance of the status of the grievance.

If you decide not to file, explain the reasons why to the worker.

Use labor law to make your case.

Always discuss potential settlements with the grievant.

Decide whether to file based on the merits of the grievance.

### DON'T

Forget time limits.

Make decisions based only on:

- What the grievant says
- What management says

Make decisions based on whether or not you like the grievant.

Make decisions based on whether or not the grievant is actively for or against the Union.