



Grievance Arbitration Hearing Request Form

In order to take a grievance to arbitration, Systemwide must receive the completed form and case documents. The request will be sent to the Arbitration Review Committee (ARC). If the ARC denies your appeal, you will have 30 days from the date you were notified of the decision, to appeal to the Systemwide Executive Board. Remember to notify the grievant of all decisions and talk over their options. **This must be completed within 2 weeks of your receipt of this form.**

Please check the box if you have included the required documentation:

SW Case Number: _____

Name of Grievant: _____

Did you upload all relevant documents for case into Grievance Manager?
 Did you upload the evidentiary documents to prove this case? _____

What is the date of the hire of the grievant? _____

Did you upload any outstanding UPTE requests for information?

Steward's case summary must be uploaded (1/4 to 1/2 page).

Did you upload a summary of what you think will be UC's strategy?

Please list any witnesses and if they will testify at the hearing.

Name: _____ Will s/he testify? Yes: No:

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Name: _____ Will s/he testify? Yes: No:

For Systemwide Use Only: CWA #: _____ Date sent to CWA: _____

If Arbitrability, Date/s: _____ Won: Lost: Arbitration Date/s Selected: _____ Won: Lost:

Arbitrator: _____ Court Reporter: _____

Invoice/s Attached: _____ Signed Decision Attached: _____ Transcripts Attached: _____

Date Withdrawn: _____ Date Settled: _____ Attorney Handling: _____

Resign Position: _____ Abeyance Date: _____ Post Deprivation Hearing: _____