General Grievance Checklist

1. Is this a contract violation?
   
   _____ No.
   
   _____ Yes. What are the provisions in the contract?
   (Page number and exact language)

2. Is this a violation of past practice?
   
   _____ No.
   
   _____ Yes. What has been past practice?

3. Is this a violation of equal treatment?
   
   _____ No.
   
   _____ Yes. Why?

4. Is this a violation of State, Federal or Municipal Law?
   
   _____ No.
   
   _____ Yes. What laws?

5. Is this a violation of Employer rules?
   
   _____ No.
   
   _____ Yes. Which rules? What is exact language of rules?