Grievance Committee

Composition and Qualifications:
Committee members should have the ability to investigate, gather data, and represent fellow flight attendants with management. Know the contract. Understand principles of just cause. Earn the respect of membership and management.

Purpose and General Scope:
The grievance committee will have as its primary objective the protection of all flight attendants against arbitrary and unjust disciplinary action and the upholding of the collective bargaining agreement.

Specific Duties and Responsibilities:
- Enforce the contract.
- Represent all flight attendants when unjust discipline is issued.
- Collect evidence and establish that the alleged violation has occurred. This will normally include soliciting documentation for each grievance.
- Clearly and persuasively explain the union’s position concerning a grievance.
- Frankly explain to a grievant when there is little or no chance of winning a grievance.
- Ensure that time limits are met for filing.
- File grievances.
- Handle initial grievance hearings; report the results to the LEC and the grievant.
- Keep complete files on assigned cases.
- Assist union attorneys in preparing grievances for System Board.
- Keep the grievant informed about the processing of his/her grievance.
- Review material, handle correspondence and keep the LEC well informed of current grievance developments.
- Communicate regularly with the membership about decisions on local grievances—promote wins and explain ramifications of a loss.
- Write grievance articles for local newsletter upon request by the LEC president.

Communications:
- Committee members are responsible for coordinating with the LEC chair, who then shall report to the LEC officers and MEC chair.
- The LEC chair should maintain files and transfer them to her/his successor.
- The committee shall report to the LEC officers on any discussions with management.
- The committee will act as liaison between the membership and the LEC officers.
- The committee shall not make a policy which conflicts with LEC or AFA-CWA policy.
- Recommendations for change shall be presented to the LEC officers in writing.

Any AFA-CWA committee appointed by the LEC and empowered to conduct discussions with management on behalf of the flight attendants must first meet with the LEC officers prior to forming any agreement to gain the direction of the LEC.