



Duties & Responsibilities

Grievance Committee

Composition and Qualifications

This committee is composed of members interested in representing their fellow Flight Attendants in situations regarding contractual violations and disputes with management.

Qualifications include:

- Willingness to attend the requisite grievance training(s).
- In-depth knowledge of the contract.
- Understanding of the principles of just cause.
- Adherence to committee policies, procedures, and standards of ethical conduct.
- Ability to maintain confidentiality of sensitive and personal information.
- Maintenance of member-in-good-standing status.
- Ability to remain in good standing with the company.
- Willingness to do ongoing committee work on a volunteer basis.

Purpose and Scope

The Grievance Committee's primary responsibility is the protection of all Flight Attendants against arbitrary and unjust disciplinary action and to uphold 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. Solicit documentation as needed.
- 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.
- File grievances; ensure that time limits are met for filing.
- Handle initial grievance hearings; report the results to the LEC Officers and the grievant.
- Keep complete files on assigned cases using manual and electronic systems.
- Assist Union attorneys in preparing grievances for System Board.
- Keep the grievant informed about the processing of their grievance.
- Review material, handle correspondence, and keep the LEC Officers 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 membership communications upon request by the LEC Officers.

Communication

- Act as liaison between the membership and the Local Executive Council (LEC) Officers. The Local Committee Chairperson will act as liaison between the Local Committee and the MEC Committee Chairperson.
- Coordinate with the Local Committee Chairperson regarding all activities.
- Collaborate with other AFA committees as needed.
- Report to the LEC Officers on any discussion with management.
- Any AFA 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.
- The committee will not make any policy that conflicts with LEC, MEC, or AFA policy.