



TRANSPORT WORKERS UNION LOCAL 555

REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES
TWU555.ORG • 1341 W MOCKINGBIRD LANE STE 1050E DALLAS, TX 75247 • 1.800.595.7672

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Covered Work Grievance Checklist

Please fill this out and attach to your page 1 upon sending email to Union Office

- Witness Statement – Date_____ Time_____ Flight #_____ Gate_____

- The following **MUST** be attached upon sending email to Union Office:
 - Station Flight Activity List
 - Loading Summary (upload)
 - Dispatch Report (download)
- If obtained from Local management, please send in with the page 1 as well:
 - OT Callout Sheets (Appendix A)
 - Exception Log
 - Duty Roster
 - Video (if applicable)
- Did Local management meet w/Local Union reps to try and settle at lowest level? (At the station of origin) YES or NO (please circle)

Please be as detailed as possible with your witness statement. Using descriptive language helps take away the company's arguments at the next level. Examples:

- Working alone in the bin or bottom of beltloader
- Replacing an agent and was not assisting
- Replacing agent when other members were available to assist
- Transferred/moved (amount) bags or commodities from gate (?) to gate (?) or local bag carousel unassisted

Thank you for defending the CBA and holding management accountable!