

MEC Grievance Chair

The AFA MEC Committee Chair will report to the MEC President. All grievance will be processed through this committee. The MEC Chair will be responsible with discussing cases with the assigned Staff attorney to include the following:

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Grievance Committee experience
- Strong computer skills, including MS-Word and MS-Excel
- Maintains confidentiality

Duties

The MEC Grievance Committee shall have a Chair elected by the MEC. Duties of the Chair shall include, but not be limited to, the following:

- Oversee use of the grievance process in order to enforce the current contract, and protect all Flight Attendants from arbitrary and unjust disciplinary action.
- Be responsible for the Grievance Database, ensuring that the data is being properly maintained by the reps. Update each case's status as it advances through the steps of the grievance process.
- Be able to provide constant attention to the committee's work. Some union days will be assigned, but the chair is expected to be check email and respond to needs on a daily basis, since deadlines are often involved.
- Be a member of the Grievance Screening Committee.
- Participate in mediations and arbitrations.
- Receive (electronic) grievance forms from the LEC Grievance Reps and process them by filing with the Company.
- Prepare agenda for monthly Grievance Hearings, and provide copies to the Company and the MEC.
- Preside over, and keep records of monthly Grievance Hearings with the Company.
- Assist with Grievance Rep training sessions.
- Provide a Committee Report to the MEC at each Official MEC meeting.
- Collaborate with the LEC Presidents in recruiting new Grievance Reps, and provide leadership to the LEC Grievance Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.