

CASE Checklist

UNISON Case Form

All cases must be submitted using a Case Form. Please ensure all sections of the case form are completed. It is not sufficient to say "Please see attached" in Section 8 Case Details, make sure a brief overview of key issues/facts are stated. Make it clear what advice you are seeking (Sections 18 & 19) and what outcome the member is looking for (Section 10). If you think they have a case give your reasons.

In cases relating to a dismissal include:	In cases relating to a grievance include:
Investigation report (where appropriate) <input type="checkbox"/>	Investigation report (where appropriate) <input type="checkbox"/>
Letter of dismissal <input type="checkbox"/>	Grievance <input type="checkbox"/>
Letter of appeal against dismissal <input type="checkbox"/>	Letter detailing outcome of grievance <input type="checkbox"/>
Employer policy relevant to the case <input type="checkbox"/>	Employer policy relating to the case <input type="checkbox"/>

Other supporting documents

This will depend on the nature of the case. Here are some examples:

In cases of unlawful deduction of wages include

The relevant pay slips

A summary of what monies are owed

In cases relating to sickness / or alleging disability discrimination include

Occupational health report / supporting medical evidence

In cases alleging discrimination include

Details of the act of discrimination and evidence that may support such a claim (it is difficult to be prescriptive but this may include emails / witness statements / information gained through a Subject Access Request)

In cases that arise due to organisational change / redundancies / TUPE transfer etc include

The relevant consultation paper

The relevant employer policy

Correspondence to and from the employer on the issue

Please note: if you are sending emails as supporting evidence do not duplicate email chains – just send the most up to date version of the "chain" rather than individual emails and responses.