

# DISCIPLINE HEARING NOTES

# FOR LOCAL 776 BA'S AND STEWARDS

GRIEVANT: \_\_\_\_\_ CLASSIFICATION: \_\_\_\_\_ GRIEVANCE #: \_\_\_\_\_

STEWARD: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_ BUILDING: \_\_\_\_\_

Instructions: Complete this report at the Initial Discipline Hearing.

Date of Hearing: \_\_\_\_\_ Location of Initial Disciplinary Hearing: \_\_\_\_\_

For the Union (Present at hearing)	For the Employer (Present at hearing)

Take careful, detailed notes. Ask for copies of any statements or evidence referred to by the Employer. Make note of all documents received from the Employer. When the Employer is finished presenting his/her case, ask questions and take notes. Do your best to determine if they have met the 7 tests of just cause.

Date of Incident causing discipline \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

Where did the incident take place \_\_\_\_\_

1. Ask the Employer: "What discipline do you wish to impose on the grievant?"

Termination  Suspension  Warning Other: \_\_\_\_\_

2. Ask the Employer: "What did the employee allegedly do or what did they allegedly fail to do to warrant the proposed discipline?" (Write down what the employer representative says word for word). Attach a copy of the discipline letter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outline of Employer's Case + Record of Documents Received	Outline of Union's Initial Response to Employer's Case