



Meeting with a Member Gathering the Facts (Stewards' Factsheet):

Date: _____ Time: _____

Member's Name: _____

Member's Work Section: _____

Member's address: _____

Member's phone # h) _____ w) _____

Member's work section: _____

Member's Supervisor: _____

Respondent's Name: _____

Work Section: _____ Contact info: _____

Shop Steward's Name: _____

Date: _____ Signature: _____

Date of incident OR date member became aware of issue: _____

Deadline for filing a grievance and/or complaint: _____

The problem (*in chronological order, write down the member's problem in point form. Be sure to include dates and times of relevant events - you may use page 4 "Other" or a separate sheet attached to this form if additional space is required*)

Relevant Collective Agreement Clause(s):

article: _____ page: _____

article: _____ page: _____

article: _____ page: _____

Resolution (*what does the member want to happen for their problem to be resolved - be specific*)

List of information needed to substantiate the member's complaint (*check-off when obtained*) :

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Potential Witnesses:

name: _____ contact info: _____

name: _____ contact info: _____

name: _____ contact info: _____

name: _____ contact info: _____

Next meeting date with member: _____

OTHER (*please specify*)