## **DISCIPLINE HEARING NOTES**

## FOR LOCAL 776 BA'S AND STEWARDS

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 athearing)  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, a questions and take notes. Do your best to determine if they have met the 7 tests of just cause.  Date of Incident causing discipline	GRIEVANT:	CLASSIFICA	ATION: _	GR	IEVANCE #:	
Date of Hearing: Location of Initial Disciplinary Hearing: For the Union (Present at hearing)	STEWARD:	EMPLOYER:		BUILDING:		
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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 warrant the proposed discipline?" (Write down what the employer representative says word f word). Attach a copy of the discipline letter.	of all documents rece	eived from the Employer	r. When t	he Employer is finished	presenting his/her of	
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Outline of Employer's Case + Record of Documents Received  Outline of Union's Initial Response to Employer's Case	warrant the propos	ed discipline?" (Write	down w	•		
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