STEWARD'S LOW LEVEL HEARING REPORT FORM FOR NON-DISCIPLINE CASES

For Union Use Only

Grievant:	Job Classification:	Grievance #
Steward:	Employer:	Domicile:

Union Case Outline

Steward Instructions: Prepare your case in advance of the meeting with management by noting your main points below under "Union's case". During the meeting, note the employer's responses to your points. If the case is not settled, attach this sheet and a copy of any evidence presented by you or the employer to the Union's copy of the grievance. Notify your Union Representative of the meeting and pass these documents on for further processing if the case is not settled.

Union's case (Outline main points)	Employer's Response To Union's Case

Use additional sheets as necessary

Low Level Hearing: Date: _____ Location of Low Level Hearing: _____

Present at the hearing for the Union	Present at the hearing for the Employer