

STEWARD'S LOW LEVEL HEARING REPORT FORM FOR DISCIPLINE CASES

For Union Use Only



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

Instructions to Steward: Complete this report at the Initial Disciplinary Hearing. Attach this sheet to the Union's copy of the grievance.

Date of Hearing: _____ Location of Initial Disciplinary Hearing: _____

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

Steward: In discipline cases the Employer is required to give it's complete case and all evidence against the member at the time of discipline. Take careful notes in the space provided below . Ask for copies of any statements or evidence referred to by the Employer. When the Employer is finished presenting it's case, ask questions to determine if they have met the 7 tests of just cause. (See guide on back)

Date of Discipline _____ Time _____ AM PM

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 fail to do to warrant the proposed discipline?" (Write it down what the employer representative says word for word).*

Outline of Employer's Case against member	Outline of Union Response To Employer's Case

Use additional sheets as necessary

Steward's Guide – 7 Tests of Just Cause

Discipline Case

After the Employer has finished presenting the case against the member, ask questions to determine if their case satisfies the 7 tests of just cause based on the guide below. Take notes under each item. (Use a separate sheet if needed)

1. Forewarning. Did the employee have knowledge of the rule or expected standard of conduct and the penalty that might be applied for the infraction?

Stewards notes:

2. Prior enforcement. Has the employer consistently enforced the rule or standard in the past?

Stewards notes:

3. Due process. Did the employee have the chance to give his / her side of what happened prior to the decision to discipline? Were the procedural requirements in the contract followed?

Stewards notes:

4. Proof. Is there substantial and credible evidence of wrong doing? (Were all witnesses interviewed? Were all relevant documents reviewed? Ask for copies of all evidence. List the witnesses here and attach the documents presented by the employer).

Stewards notes:

5. (Complete after the hearing). Progressive and corrective discipline. Other than in cases involving extreme misconduct, or where the contract mandates a particular penalty, did the employer apply progressive and corrective discipline

Stewards comments:

6. (Complete after the hearing). Consideration of all of the circumstances. Did the employer give proper weight to the employee's past record and all other mitigating or extenuating circumstances?

Stewards comments:

7. (Complete after the hearing). Equal treatment. Was the level of proposed discipline consistent with that imposed in similar cases?

Stewards comments: