



IAEP Local 167 Steward Investigation Sheet

Instructions: Use this sheet when conducting any steward business on behalf of the Local. The personal info is **essential** for filing a grievance (for legal reasons).

Remember, there is a 14 day window for grievances. Retain this sheet for your records. Send a copy to the Chief Shop Steward no matter if it's grievable or not. You can type on it, and email it back in an attachment.

- Type of Incident: Informal Conversation.
 Official meeting with management/supervisor.
 Interview with employee/management involved with an incident.
 Union incident investigation.
 Issuance of discipline.

Name (First & Last)

Date of Incident (usually discipline)

Occurrence (mm/dd/yy)

Contact Phone

Non Allina email

Address (For our Correspondence)

Home Address

Date of Hire (Anywhere within Allina) Current Position

Description of Event (Use backside if needed)

Steward

Contract Article(s) Violated (list all)

Grievable Yes No Maybe

Created 7/09
Updated 9/10

Attach all handwritten notes to this sheet and send to the Chief Shop Steward.