

STEWARD REPORT - LOCAL GRIEVANCE HEARING

INSTRUCTIONS TO STEWARD: Use this space to take notes when you meet with the employer to attempt to settle this grievance. Use a separate sheet if necessary to complete this form. If no decision is reached, forward this paperwork along with all statements and evidence to the Local Union without delay.

**THIS PAGE
FOR STEWARD
USE ONLY**

List all persons present for the grievance hearing. Date of hearing: _____

STEWARD NOTES: Outline what was said at the hearing by you, the employer, the grievant and any witnesses.

GRIEVANCE DECISION SECTION *Do not write in this space unless a decision is reached.*
If a decision is reached, all parties must sign and date the decision. If the grievant is present, have him / her sign on the line provided. Make copies for all parties. Send the original to the Union.

DATE OF DECISION	GRIEVANT'S SIGNATURE (if present)
FOR THE EMPLOYER (Signature)	FOR THE UNION (Signature)
FOR THE EMPLOYER (Please print name)	FOR THE UNION (Please print name)

The signatory parties agree to confirm and comply with any decision reached, subject to any appeal rights granted in the applicable contract agreement.