

**LOCAL 404**

**FACT SHEET**

Name and Job Class of Grievant:

Interviewers Names and title:

Date of Investigation:

Investigation start time: Investigation end time:

Tennessen Warning Given: Subject Non-subject

Brief description of the investigation / grievance:

Contract Violation:

Date Step 1 Filed: Person filed with:

Date Step 2 Filed: Person filed with:

Date Step 3 Filed: Person filed with:

Was request for arbitration filled out?

\* Make sure to send a copy to your Chief Steward and Vic Pres. Steward Coordinator