

This is not a grievance form. It is a helpful tool to keep track of your or a coworkers' investigation.



# TEAMSTERS LOCAL 315

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

United Parcel Service (UPS), Solid Waste, & Recycling Collection, Freight Drivers, Grocery & Warehouse Distributors, Automotive Employees, Public Employees, Bus and Transit Drivers, Bread, Bakery Salesman and Transport Employees, Construction & Building Materials Workers, Ready Mix Drivers, and Office Administrative workers.

## INVESTIGATION FACT SHEET

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SHIFT: \_\_\_\_\_ STEWARD: \_\_\_\_\_

NAME(S) OF EMPLOYEE(S): \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ SENIORITY DATE: \_\_\_\_\_

WHAT HAPPENED? EMPLOYEE(S) STORY: \_\_\_\_\_ DATE OF EMPLOYEE(S) INTERVIEW: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEN: \_\_\_\_\_ WHERE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S STORY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALLEGED CONTRACT /RULE/MAJOR/MINOR VIOLATION: \_\_\_\_\_

WITNESS NAMES: \_\_\_\_\_ WHAT THEY WITNESSED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

USE THE BACK OF THIS FORM TO RECORD ADDITIONAL INFORMATION

**TIME IS LIMITED** during investigations. Keep track of violations and your timeline.

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