

## Union Representative Notes

<b>Date:</b>	<b>Work Location:</b>
<b>Union Member:</b>	<b>Position:</b>
<b>Contact #:</b>	<b>Department:</b>
<b>Union Representative:</b>	<b>Management:</b>
<b>Others Present:</b>	

<b>Collective Agreement:</b>	
<b>Human Resource Policy:</b>	
<b>Reason for Meeting:</b>	
<b>Discipline:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Could lead to discipline <input type="checkbox"/>
<b>Previous History:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Direction Given to Member <u>BEFORE</u> Meeting:</b>
<ul style="list-style-type: none"> <li>• Remain calm and cool</li> <li>• If I touch your arm, stop speaking immediately</li> <li>• Speak only to the issue being addressed, be short and truthful</li> </ul>
<b>Notes:</b>

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**Body Language/Observations:**

**Direction Given to Member AFTER Meeting:**

**Follow Up/Outcome:**

Don't forget to submit your notes and all documentation to the union office.