



FACT FINDING NOTES



***Please attach notes to this cover sheet and deliver to your Staff Representative. If you have any questions, please call your Staff Rep or Loyola Welsh at the Union office.**

Date of Fact finding: _____

Steward Name: _____

Member's Name: _____

Member's Home Address (include city & zip): _____

Member's Home Phone: _____ **Work Phone:** _____

Member's Job Title: _____

Member's Agency: _____ **Member's Location:** _____

Member's Seniority: _____

What is the reason this fact finding is happening? Describe the incident: _____

Date of Incident: _____ **Time of Incident:** _____

Where did the incident occur? (be specific): _____

Who was involved in the incident? (Be sure to include names, titles, witness(es):

Present for the Union:

Present for the State:
