



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:

