Disciplinary Meeting Notes

Employee: _____ **Steward:** _____

Workplace: _____ **Date of Meeting:** _____

Supervisor: _____ **Start time:** _____ **End Time:** _____

1. Who is present at this meeting?

2. What is the nature of the meeting?

_____ Employee is being questioned About what? _____

_____ Employee is receiving counseling letter

_____ Employee is receiving a letter of warning

_____ Employee is being suspended

_____ Employee is being terminated

_____ Other _____

3. What is management saying?

4. What follow-up is needed?

_____ Disciplinary appeal/grievance needs to be filed By when? _____

_____ Another meeting has been scheduled For when? _____

_____ Meeting with field representative needed

_____ No follow up yet, employee will contact us if needed

_____ Other _____

5. Who needs to do the follow-up?

_____ Steward

_____ Employee

_____ Field Representative

_____ Management

_____ Other _____

Please send a copy of this sheet to your Field Representative.