



# TEAMSTERS LOCAL UNION NO. 986

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS

General Teamsters, Airline, Aerospace and Allied Employees, Warehousemen, Drivers, Construction, Rock and Sand

## INVESTIGATION FACT SHEET

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

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

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

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

WHAT HAPPENED: EMPLOYEE(S) STORY: ACCOUNT

DATE OF INTERVIEW WITH EMPLOYEE(S) \_\_\_\_\_

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

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

SUPERVISOR'S STORY:

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

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

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DOCUMENTS NEEDED:

(CHECK WHEN RECEIVED AND ATTACH TO THE FACT SHEET)

\_\_\_ ATTENDANCE RECORD      \_\_\_ MEDICAL RECORD      \_\_\_ WORK RECORD

\_\_\_ BREAK SHEETS      \_\_\_ COPY OF CONSULTATION      \_\_\_ OTHER

USE BACK OF THIS FORM TO RECORD ADDITIONAL INFORMATION

**Remember the TIME LIMITS... Keep track of when the violation occurred, and the time limits in your contract!**

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[www.local986.org](http://www.local986.org)