

INFORMAL A BRIEFING SHEET

Name: _____

Grievance # _____

City: _____

Violations: _____

Date met with employee: _____

Date of incident: _____

Date met with supervisor: _____

Employee phone # _____

What Happened:

Horizontal lines for text entry.

Remedy requested: _____

Settled informally? Yes / No (circle one)

What was the agreed upon settlement? _____

Supervisors initial if settled: _____

Date of settlement: _____

Documents requested? Yes / No (circle one)

Is your document request attached? Yes / No