INFORMAL A BRIEFING SHEET

Name:_____
Grievance #_____
City:_____
Violations:_____

Date met with employee:_____
Date of incident:_____
Date met with supervisor:_____
Employee phone #_____

What Happened:

Remedy requested:_____

Setttled 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 you document request attached? Yes / No