

**OPSEU**



**SEFPO**

# STEWARD CHECKLIST

---

**GRIEVOR NAME:** \_\_\_\_\_ **STEWARD NAME:** \_\_\_\_\_

PLEASE IDENTIFY THE ARTICLE(S) OF THE COLLECTIVE AGREEMENT THAT YOU ARE RELYING UPON:

---

**Have you included:**

- All correspondence related to this matter from the employer?
  - YES**
  - NO**
  
- Any employer policies relied upon?
  - YES**
  - NO**
  
- Name and phone number for relevant contact persons or witnesses?
  - YES**
  - NO**

**Brief factual background:**

---

---

**Employer's stated position:**

---

---

**Union's stated position:**

---

---

**Any settlement proposed? By whom?**

---

---